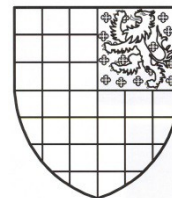


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**LEWES
TOWN
COUNCIL**

To All Members of Lewes Town Council

A Meeting of **Lewes Town Council** will be held in the **Corn Exchange, Town Hall, Lewes** on **Thursday 24th June 2021**, at **7:30pm** which you are summoned to attend.

S Brigden, Town Clerk,
17th June 2021

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 29th April and 5th May 2021.

(attached page 3)

6. WORKING PARTIES & OUTSIDE BODIES

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

a) Personnel Panel – conclusion of recruitment of TC designate

(Report FC005/2021 attached page 18)

b) Grants Panel 2nd June 2021

(Report FC001/2021 attached page 19)

c) Malling Community Centre Steering Group 11th June 2021

(Minutes attached page 21)

7. COUNCILLORS' INDIVIDUAL DUTIES

To consider amendments to individual Members duties

(Report FC002/2021 attached page 24)

8. OUSE VALLEY CARES INITIATIVE

To consider support for this initiative

(NOM006/2021 attached page 27)

9. CORPORATE RISK ASSESSMENT 2021/22

To note the corporate risk assessment

(Report FC003/2021 attached page 28)

10. INTERNAL AUDITOR'S REPORT

To receive the Internal Auditor's final report iro year ended 31st March 2021

(attached page 32)

11. ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN Year ended 31st March 2021

To affirm the annual Governance & Accountability Return statements

(Report FC004/2021 attached page 47)

12. ANNUAL ACCOUNTS Year ended 31st March 2021

To confirm annual accounts and associated information

(attached page 51)

13. UPDATE ON MATTERS IN PROGRESS

(oral report by TC and documents attached page 66)

14. NOTICE of ITEMS IN PROSPECT

(oral report by Town Clerk)

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

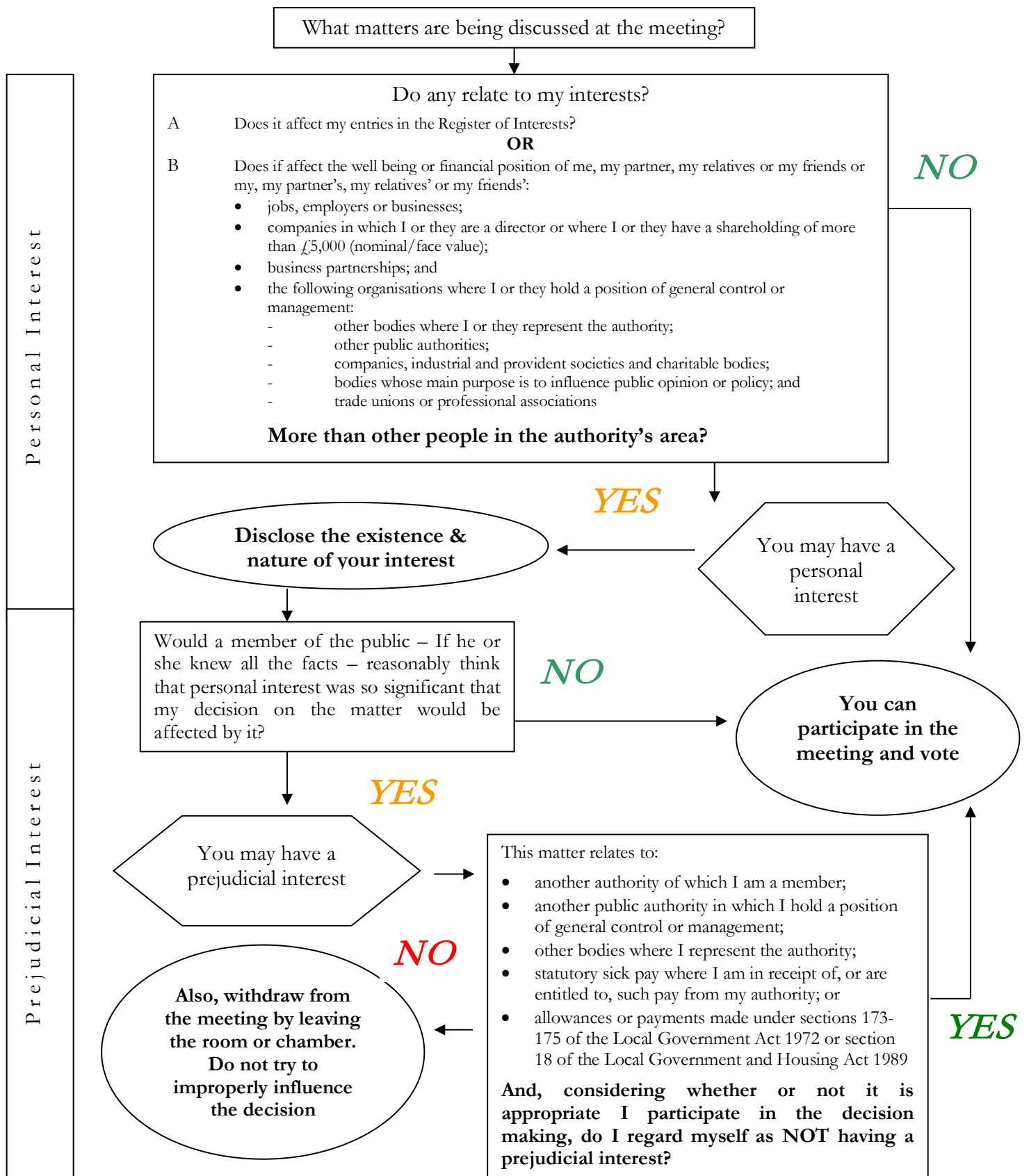
PUBLIC ATTENDANCE –

Members of the public have the right, and are welcome, to attend this meeting of the Council – questions regarding items on the agenda may be heard at the start of the meeting with the Mayor's consent.

Questions or requests to address the Council must be submitted by email to the Town Clerk at least 3 days in advance.

Covid-19 risk arrangements: All attendees will be required to wear a face-covering, and seating will be arranged to ensure appropriate distance.

DECLARING INTERESTS FLOWCHART – QUESTIONS TO ASK YOURSELF



YOU WILL ALSO NEED TO CONSIDER:

Am I biased or have I predetermined a matter?

TEST: Would an informed member of the public think that there is a real possibility that you could be biased?

Have I made up my mind about the issue?

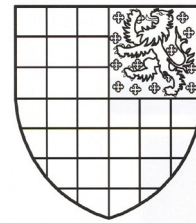
You should not make your mind up about an issue before you come to take a decision on it. You can still form a provisional view but you must be willing to consider all arguments presented at the meeting and you must be genuinely open to persuasion on the merits of the case. If you do not have a genuinely open mind about a matter, this will potentially leave the decision susceptible to legal challenge because of the common law concept of predetermination.

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**LEWES
TOWN
COUNCIL**

MINUTES

Of the meeting of **Lewes Town Council**,
held on **Thursday 29th April 2021**, online via Zoom Meetings at **7:30pm**.

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

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

Observing: Ms L Zeyfert (*All Saints Centre Manager*); Ms H Roxx (*Malling Community Centre Manager*); Ms F Willis (*Asst. Malling Community Centre Manager*) and B Courage (*Town Ranger*)

Council's Chaplain, Revd Judith Egar, preceded the meeting with a few words on the human need to encounter others in three dimensions even when subject to Covid restrictions such as face coverings and 'social distancing', and the limitations of online (2-D) meetings.

FC2020/113 QUESTION TIME: There were none.

FC2020/114 MEMBERS DECLARATIONS of INTERESTS: There were none.

FC2020/115 APOLOGIES FOR ABSENCE: Were received from Cllrs Makepeace and Mayhew who had family commitments.

FC2020/116 MAYOR'S ANNOUNCEMENTS:

- a) All present joined in offering congratulations to Lizzie Zeyfert, who was expecting a baby and would commence maternity leave in the late summer.
- b) The Mayor announced that this would be the last Full Council Meeting that he would Chair and that his last formal engagement would be on 30th April with PATINA who were holding a 5 a side football event.
- c) The Mayor had recently attended the Citizens Advice Bureau AGM and gave members a brief assessment, describing threats to the service that the Bureau provided at a time they are needed more than ever.

FC2020/117 MINUTES:

It was resolved that:

FC2020/117.1 Minutes of the Council meeting held on 4th March 2021 were received and agreed as an accurate record.

FC2020/118 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) UN Sustainability Goals W-pty sub-group 2nd March 2021: Council considered the Notes of this meeting presented by Cllr Dr Baah (*copy in minute book*):

In considering priorities for a sustainability audit the group had discussed ways in which the Council could carry this out, aiming at concrete measures/actions in the implementation and monitoring of the audit, and promoting residents' involvement with it. The committee proposals for spending the £15,000 pounds allocated for environmental audit were: a) £5,000 to be spent on an in-house corporate sustainability audit such as building/operations etc. This should be achieved by opening this to tender as soon as practicable. b) £5,000 to improve the biodiversity and environmental governance of Landport Bottom. There were on-going initiatives on this site and it was proposed that this money should complement those. Cllr Bird could give an overview of what had been achieved already on the site and how The

money might be spent on things with high biodiversity potential. c) £5,000 to be spent on a town-wide biodiversity audit. This might include nature corridors, trees, habitats, etc. Cllr Makepeace and Cllr Baah would reach out to and collaborate with local community groups to set out priorities for this. This was one way of promoting community dialogue with the Council to support the implementation and/or monitoring of our environmental activities. Professors from the University of Sussex's Institute of Development Studies, Life Sciences and Science Policy Research Unit, and Law were willing to play a part in this.

A school project to precede the planned Glasgow UN Sustainability Summit in November 2021 was discussed.

It was recommended that a video competition might be promoted, with a footage from each school in Lewes and Ringmer, focusing on at least one of the United Nations' five Ps - People, Prosperity, Planet, Peace, and Partnerships. It was proposed that a representative from each school, residents and councillors would vote to select the best three or so videos to be shown on the bigger screen in Glasgow.

There followed a wide-ranging discussion in which most Councillors participated, and subsequently **it was resolved that:**

FC2020/118.1 The Notes of the meeting of the UN Sustainability Goals Working Party sub-group held on 21st March 2021 are received and noted, and the Working Party's recommendations are approved.

b) Open Council Working Party 29th March 2021. Council considered the Minutes of this meeting (*copy in minute book*).

Public Participatory Budget pilot: Council had asked the Working party to consider ways to engage the public with the agreed participatory budget pilot scheme, asking the community to help prioritize the list of projects contained in s11 of the Neighbourhood Plan; all being eligible for funding from accrued Community Infrastructure Levy receipts. TC had attempted to estimate the likely costs for the items/projects listed and presented some preliminary evaluations but advised that it had soon become apparent that there were too many variable factors affecting the majority of the items to allow estimation in any meaningful way. Most were outside the direct control of the Town Council, and several were dependent upon, or involved integration with, much broader issues or projects. There followed a general discussion on these aspects. TC submitted that these complexities served to defeat the original intention to present to the public a simple list that could be prioritized. Members contributed a number of suggestions to engage the public's interest, including a pre-selected list; 'top-ten' or 'top five' ranking or similar. It was recognized that any pre-selection could be seen as counter to the basic principle of public participation. For practicality, however, it was thought that the list would need to be reduced to show only those projects which might realistically be expected to begin if funding were available (eg physical features for traffic calming). A question arose as to how other councils conducted public participatory budgeting exercises, but these were relatively rare. Suggestions for engagement included 'World café' format events, and/or online surveys, and a particularly well-received idea for an event with a theme based upon the Top Trumps Cards concept. It had been recognized that the *PBNetwork* organization might offer some early advice free of charge, but their main services were chargeable and it was sensible to ensure ideas were 'crystallized' into succinct plans before engaging. Discussion ranged widely on various aspects and implications of the matter. It had been agreed that a sub-group consisting of Cllrs Catlin, Vernon, and Dr Maples would meet to develop outline proposals along the lines of these discussions.

Candidates for nomination as Mayor/Deputy: The meeting considered a note prepared by Cllr Makepeace regarding the roles of Mayor and Deputy Mayor. This described a perspective on the process by which candidates were presented for the roles and extended into the nature of the roles themselves. A number of the underlying assumptions were examined, and some misunderstandings were corrected. There were certain fundamental aspects of the roles which are governed by statute, but the extended roles at a 'ceremonial' Council such as Lewes were, broadly, a product of custom and practice although much was based upon nationally-recognized conventions and protocols. It was acknowledged that Council could consider and control broader aspects of the roles. A concern was recognized as to the process by which

candidates were presented and voted-for in a Council meeting, and further consideration could be given to that process. It was suggested that all candidates should be subject to a standard process with ‘manifesto’ aspects (*eg* proposed charities to be supported) declared in advance and open to questioning at the meeting. Further, nominations should be controlled *eg* to avoid individuals serving multiple times. As some Members had to leave the meeting and the subject was actually outside the remit of the Working party, it was agreed that this matter would be left at this point, and it was accepted that debate in this regard should, properly, be proposed to a meeting of Council.

Other matters: There followed a general discussion on subjects including Freegle; a proposed Communication officer; email contact with customers and allotment tenants; parish meeting; a Lewes News survey on the Connecting Lewes digital inclusion initiative. It was expected that the Town Hall weekly market would reopen on 13th April and Cllr Dr Maples and Cllr Sains would attend a Councillor’s surgery desk.

It was resolved that:

FC2020/118.2 The Minutes of the Open Council Working Party held on 29th March 2021 are received and noted.

c) Grants Panel 3rd March 2021:

Members considered report FC020/2020 (copy in minute book) describing a supplementary round of grants for 2020/21. Council at its meeting on 4th March 2021 had asked the Panel to disburse a supplementary round of grants before the financial year-end, as the Grants budget for 2020/21 still held a significant unspent balance.

It was resolved that:

FC2020/118.3 The grant payments described in report FC020/2020 (*copy in minute book*), as shown in column G of the table appended to that report, are noted.

d) All Saints Centre Steering Group 8th April 2021: Council considered the Minutes of this meeting (*copy in minute book*). The Group had addressed matters as:

Prospective ‘remobilization’ and relaxation of covid-19 restrictions: TC gave an update on the position regarding allowable events under Covid-19 regulations and noted that after 12th April it was anticipated that some educational events should be possible. A limited schedule had been publicized. It was noted that ‘headline’ information in the media was often not consistent with the actual regulations or government statutory guidance. The appropriate guidance was monitored, and plans adapted as appropriate to any developments in that regard.

Staff changes: Ms Zeyfert was pleased to announce that she was expecting a baby and was planning to commence maternity leave in late Summer. The Centre’s staff establishment currently had a vacancy for a Venue Assistant created by the recent promotion of Ms Tully and transfer of Ms Roxx to Malling Community Centre. Although there was no immediate pressure as the Centre would gradually increase operations as Covid restrictions eased, the recruitment would need to begin reasonably soon. TC intended that the Chair of the Steering Group would be invited to attend interviews in due course.

Suggested improvements to external lighting of the Centre: Members considered a report prepared by a local lighting engineer, working with Cllr Milner and others. This proposed various enhancements to the Centre’s profile through external lighting (building; grounds and noticeboards *etc*). Councillors considered these ideas attractive but they would need to be costed and developed further. Ms Zeyfert noted that lighting of the tower would require planning consent, and she confirmed that bats roosted somewhere on the site. It was very important that this was investigated, as disturbing a roost is environmentally damaging and also illegal. It was acknowledged that any lighting proposals could be designed to mitigate against disruption to any existing bat populations. An informal estimate of cost had been obtained from an electrical contractor for some elements, which might be installed outside any major scheme, although Members were interested to estimate the cost of a unified project. Whilst the project might not prove prohibitively expensive, TC drew attention to the long list of dilapidations that had been identified by commissioned structural surveyor, and the aggregate of over £400,000 in estimate costs, which was to be discussed as the following item on the meeting agenda.

Recent surveys and reports on priorities for building repairs: A structural survey of the Centre had been presented to Council in 2020. This detailed report comprehensively described various items of repair that were considered necessary. Members were pleased to note the description of the Grade 2* listed building as: “Overall, this building is in remarkably good condition considering the mixture of constructions and ages and this reflects care in the ownership, renovations and extensions through the 19th and 20th centuries until it was deconsecrated. Its condition also reflects high quality renovations during the 1980s followed by excellent care and maintenance since, together with further modernisations such as for the heating system and west end lavatories. The level of maintenance repairs currently identified is much less than would be expected for a previously-redundant building of this size and complexity and reflects well on its management”. This commendation notwithstanding; 20 areas of work and individual items identified as necessary or desirable were shown in a table with estimated costs ranging from £2,000 to £59,000 - in aggregate amounting to £415,000. It was recognized that many of these were not immediate concerns, and that schedule was being used to inform the drafting of a programme for future prioritized work. Several areas required further, specialized, surveys and these were being commissioned according to priority. It was recognized that, whilst specific surveys had been conducted for particular issues arising (*eg* damp; heating system; roof guttering) the comprehensive survey conducted in 2020 was the first of such scope commissioned by the Council since taking control of the Centre. A recent survey on the electrical installation had reported that the services were in good condition but with a short list of works required before it could be recorded as ‘satisfactory’. These were being addressed. As works were commissioned, contractors were asked to allow for future development, such as additional lighting, to ensure the most efficient use of funds. TC confirmed that there was an established financial Reserve for repairs and maintenance of the Centre and the recent annual contribution from the Council Tax precept had been £20,000 giving an available sum of over £50,000. Added to the operational budget provision for responsive repairs each year, it should be possible to address the works listed in an appropriate timeframe. The most immediate concern was the age-related structural deformation of the Victorian cast-iron supporting columns in the main hall, and these had been assessed and would need to be replaced with modern steel fabrications, which could be manufactured to appear similar. This was a safety concern, and the structural engineer was liaising with the District Conservation Officers and a local specialist contractor to confirm requirements and quotation of cost. There followed a general discussion on the cost; timescales, and relative priorities of works required. These would be refined as quotations were received and discrete elements were further investigated. The Steering Group agreed the approach being taken to expedite structural works and would recommend that Council take note of the issues discussed and endorse this. There was a brief discussion on various general matters before the meeting ended.

FC2020/118.4 The Minutes of the meeting of the All Saints Centre Steering Group held on 8th April 2021 are received and noted and their decisions approved. Further, a detailed estimate for the proposed external lighting scheme should be sought.

e) Transport Committee 13th April 2021: Council considered the Minutes of this meeting (*copy in minute book*).

It was noted that officers from East Sussex County Council (ESCC) had been invited, to facilitate discussion on specific issues, but their Transport Planning Manager had regretfully declined having “taken advice in respect of the current County Council Purdah* period” This unfortunately limited the discussion that was be possible on matters of detail/status of projects, although a brief update had been provided against the two items on the agenda for which ESCC officers were invited to attend. The Chair wished to record the committee’s disappointment that this was the second meeting at which ESCC contributions had been so limited. **(related to prohibited publicity/ actions during a pre-election period).*

Cycle Route 90: Improvement of local sections of regional cycle Route 90 was a project identified as a high priority by Cycle Lewes (CL) and had been noted in the Lewes Neighbourhood Plan (*s11.7*) as a project listed to benefit from future receipts of Community Infrastructure Levy (CIL). There was a vital “missing link” between Brighton Road and Cliffe

High Street/South Street. To complete the mostly on-road route required several elements of signage and physical features to be added within the town.

ESCC's Transport Planning Manager had provide the following statement: *"Following discussion with Cycle Lewes, the proposed route was split into a number of sections with the aim being to deliver at least some of the sections over time, if the whole route from the A27 at Southerham to the A27 at Brighton Road is not achievable as one scheme. Proposed plans for the eastern section of the route, from the A27 at Southerham to Cliffe High Street, will be going out to key stakeholder consultation after the local government elections in May. The County Council member for Ringmer & Lewes Bridge Ward will be notified of the proposals before they go out to consultation. ESCC made a bid to Highways England for a contribution to the signalised crossing of the A26 at Cliffe Industrial Estate but we were unsuccessful and are on their reserve list. Western section (Cliffe High Street to Brighton Road) via Pinwell Road, Bell Lane Recreation Ground and Winterbourne Lane: A large number of options have been considered but there are very challenging technical and financial obstacles to overcome at a few key points (Pinwell Road, Bell Lane, and the gradient from Winterbourne Lane to Brighton Road). Western section (Cliffe High Street to Brighton Road) via School Hill, High Street, Western Road.: With the challenges posed by the indirect route (above), officers were asked to look at an on road route following the 'spine' of Lewes. An initial RAG study into this alignment has classified sections into the following achievability ratings, using latest guidance from the Department for Transport (LTN 1/20): Red (difficult) Amber (moderate) Green (straightforward). The result of this study now needs to be considered in terms of implication for deliverability. County Council officers will be happy to discuss the next steps for taking forward RR90 with the two ESCC Members after the County election in May."*

Cycle Lewes had formed a joint working group on the C90 and would provide feedback to the Committee in due course. There followed a discussion on recent resurfacing works adjacent to Bell Lane Recreation Ground, carried out by Lewes District Council. This was not related to the C90 proposals but had raised some concerns regarding the 'desire route' taken by cyclists where cycling was, technically, prohibited. No increase in use had been noted, but it was observed that some cyclists had become 'bolder' and were traveling faster. Signage that had been removed was to be replaced in a more up to date format.

Safe School Streets: ESCC's Transport Planning Manager had provide the following statement: *"The School Streets six-week trial project started on 15 March 2021 and will finish on 7 May 2021. The first part of the trial ran from 15 March to 1 April. Sustrans is supporting the school [Southover] to deliver the School Streets project and has received positive feedback from the staff and pupils at the school about the benefits of reducing the amount of traffic on the streets around the school at drop off and pick up time. The scheme will undergo a full review at the end of the six-week trial period. We will be monitoring the impact of the measures and will listen to feedback from residents, businesses and the school community. Once the review has been undertaken on all six of the School Streets projects around the county, we will be able to determine whether or not the project could operate on a permanent basis subject to funding and local support."*

The committee discussed a number of matters ancillary to the project and were interested to know if this should be interpreted that analysis of a county-wide result might affect local implementation. This could not be answered definitively, but it was understood that discrete projects would be assessed on their merits. Locally, Southover School was a test-site. Feedback from parents and observers suggested that the experiment was already showing beneficial results, although a view was expressed that the levels of activity in the area were untypical due to Covid restrictions, and this would distort any analysis. It was noted that activity related to Western Road school was also a factor, although they were not formally involved. This point was acknowledged, although it was understood that ESCC would take some account of these factors. There was general approval of the scheme, and conclusions were awaited with interest.

Community Speedwatch: The Coordinator of Lewes Community Speedwatch (LCS) presented a report on the initiative. Lewes was one of the many Community Speedwatch groups organised by the Police in Sussex and expanding into Police forces across England. The Police provide equipment (speed gun and badged high viz yellow jackets) and send out warning letters to offenders. Volunteers work in pairs to identify speeding motorists at roadside spots agreed with the Police and input the results to the Community Speedwatch website. It is "educational" in that motorist are not fined, but after two letters they are visited by the local

Neighbourhood Police team. As a result of LCS activities, since 2013, over 11,000 speeding motorists had been sent warning letters, including over 1,000 in the last three months. LCS operate on the 20mph, 30mph and 40mph areas in and around Lewes using the Police threshold for enforcement action (10% plus 2mph above the speed limit). The Group decide where to be present and tend to operate where there is local concern about speeding. Most motorists were observed to slow down when they see yellow jackets. LCS expect to record a speeding motorist every two minutes. Much of the speeding is thought to be carelessness and it was believed that warning letters were taken seriously and led to attempts to change driving habits. Around 80% of those identified as speeding are travelling 5 to 10mph above the speed limit, but that was still too fast for people to feel safe enough to encourage walking and cycling. The new Sussex Police Chief Constable had indicated support for Speedwatch groups and had appointed a Chief Inspector to that end. This was likely to include Police Officers joining Speedwatch sessions and stopping and talking to motorists and/or serving fixed penalty fines (with the option of speed awareness courses). It was agreed that the Council could help Community Speedwatch by publicising its work and encouraging people to sign up as volunteers for the Lewes group at <https://communityspeedwatch.org/FRONT-v2-Home.php> There followed a discussion regarding the ability of police to prosecute all offenders, and the practicality of theoretical thresholds for prosecution. There was debate as to the real effect of 20mph limits, and statutory controls on their introduction. The Town Council had supported 20mph limits for many years and had contributed funds toward introduction. There was general support among committee members for a town-wide 20mph restriction.

Feasibility appraisal iro A26 Malling Hill: Lewes Town Council (LTC), had requested a feasibility study to be carried out by East Sussex Highways (ESH) on measures to reduce vehicle speeds along the A26, Malling Hill, Lewes and investigation of options to reduce the volume of traffic along this section of the A26. It was envisaged that the reduction of vehicle speeds and volumes would provide a safer environment for residents. The committee considered the report (ESH ref ABSL-0898, copy in the Minute Book), which had taken account of traffic speed and volume data, and crash/injury data from Sussex Safer roads Partnership. Based upon the available crash data ESCC “would not consider the site to be a safety issue or priority”. Traffic speed and volume data had been captured by automatic data collectors mounted on existing street lighting columns north of the pedestrian crossing on Malling Street. The data had not been updated to reflect the current situation, but it was considered a useful guide to typical vehicle speeds and volumes. The report stated that: on the basis of the recorded speed data neither ESCC or Sussex Police would consider there to be a speeding issue and given the status of the road, the recorded traffic volumes were “at a level to be expected”. The focus of the commission had been reduction of vehicle speeds and volumes along Malling Hill, and various measures had been proposed. ESH initial response to these was:

Suggested measure	East Sussex Highways’ response
Reduction in Traffic Volume	Not supported by ESCC / Sussex Police
Safety Cameras	Would not meet criteria
Vehicle Activated Signs	Would not meet criteria
Additional speed reminder signage	Legislation would not permit
Pedestrian Crossings	Not achievable based on demand and available space
Traffic Calming*	Typical horizontal and vertical measures are not achievable but option to install central islands could be viable subject to further design
Footway widening / road narrowing north of Orchard Road	This option is viable but expensive

Due to the nature and importance of this A26 route as a part of the strategic road network through East Sussex, diversion of the traffic onto alternative routes would not be supported by either ESCC or the Sussex Police Authority. As such this option could not be considered further.

*Traffic Calming measures were explored in the report, and two options which ESH would contemplate were detailed and costs indicated:

A. A series of central islands between Orchard Road and Church Lane (approx. £80,000) At this stage it was not possible to determine if any further carriageway strengthening was required to facilitate the central islands. There is a risk that by introducing new islands traffic is directed to the edges of the carriageway and experience had that the road can fail if strengthening is not undertaken. This could only be determined as part of the design process.

B. Carriageway narrowing between Orchard Road and Church Lane (approx. £150,000). This estimate included the narrowing of the carriageway by realigning the kerb line along both sides of the A26 over a distance of approximately 700m.

The report concluded with the following statements and recommendations:

- a) "Crash data has been analysed for the site from which it has been determined that there is insufficient evidence to justify a scheme from being promoted.
- b) 34% of recorded vehicle speeds exceeded the 30mph speed limit but the majority of these were recorded as travelling between 31 and 36mph. Only 8.8% of drivers are recorded as exceeding the Police enforcement threshold, which would not be considered a speeding issue by either ESCC or Sussex Police.
- c) Of the options suggested and considered, only two present themselves as a possible way of encouraging driver compliance with the speed limit, the installation of a series of central traffic islands or the physical narrowing of the road between Orchard Road and Church Lane. Traffic islands would be the least expensive option to progress.
- d) All of the other potential ways of reducing vehicle speed and volume have been discounted on the grounds of either being unsupported by ESCC / Sussex Police or not being permitted due to legislation.
- e) Although it cannot be guaranteed that narrowing of the road or the introduction of central islands would have the desired effect on vehicle speeds, the measures should encourage slower speeds."

The committee discussed these conclusions at length, and local residents and others agreed that physically restricting the carriageway was likely to force vehicles (particularly HGV's) toward the kerb and thus increase the sense of vulnerability felt by pedestrians. There was some criticism of the specific location selected as the sampling point for speed data: it was believed to be too close to a crossing where speeds should be expected to be lower. Traffic speed was still considered by the majority of those present to be the worst dimension of the issue. It was suggested that different phasing of the crossing lights might have a beneficial effect.

Conclusions: Consensus was that better enforcement was preferable, while a more refined approach to 'hard' measures could be researched. A town-wide 20mph speed limit was favoured, which would affect all residents. The Malling Hill matter was considered to be specific to the local residents. The report should be shared with the community and there should be consultation with residents on these issues and the calming options presented in the report. Council would be asked to endorse these views.

FC2020/118.5 The Minutes of the meeting of the Transport Committee held on 13th April 2021 are received and noted, and the committee's approach is endorsed as appropriate and sensible.

f) Personnel Panel 16th April 2021: Council considered Notes of this meeting (*copy in minute book*):

The meeting had welcomed Jennifer McNeill of South East Employers (SEEmp), and continued with the work of the recruitment process.

Ten applications had been received, and Members had been furnished with copies of the forms showing details of applicants' skills, qualities, and experience in relation to the

published Job Description and personal specification. Individual panellists had been asked to 'score' these in terms of the evidence presented, with a view to selecting six candidates for interview.

This exercise, and subsequent detailed discussion, was facilitated by Ms McNeill and resulted in seven candidates being identified for further consideration at interview.

It was agreed that all applicants would be immediately advised of the shortlisting outcome, and SEEmp would subsequently issue each interview candidate with the CREDO™ profiling questionnaire and arrange the analysis of these upon return. A briefing note for a ten-minute presentation would be sent separately to each candidate nearer the date of interview, allowing the same preparation time for all. The subject of this presentation was discussed at some length, and a consensus was reached. TC would prepare a briefing note accordingly and collate a draft selection of appropriate questions for Panellists; and circulate these late the following week.

Interviews would be scheduled for approximately 90 minutes each and arranged as: four to be held on Monday 10th May (9:00am; 11:00am; 1:30pm; 3:30pm), and three on Friday 14th May (9:00am; 11:00am; 1:30pm).

Panellists would be sent the CREDO™ analysis reports when available, and a review meeting before interviews was agreed for 4:00pm on Friday 30th April.

It was agreed that Panellists would receive documents for interviews in printed form.

FC2020/118.6 The record of the Personnel Panel meeting held on 21st April 2021 is received and noted, and the Panels' decisions are approved.

FC2020/119

LEWES CLIMATE DAY EVENT:

Council considered a Motion (*NOM18/2020 – copy in minute book*) proposing that the Council agree, with regard to the Lewes Climate Day being planned for 19th September 2021, to

- o nominate a Member or Members of the Town Council to attend planning meetings and report back to the Town Council on progress.
- o support the event through publication on Town Council website, Facebook pages and noticeboards.
- o ask its Commemorations Committee to consider an appropriate Town Council contribution to the event, with prospect of a lasting legacy.

Further information was extracted from a recent request circulated by Juliet Oxborrow, of Lewes Climate Action, who had written:

“A number of groups in Lewes (The Railway Land Wildlife Trust, Extinction Rebellion, Transition Town Lewes, Friends of Lewes and other affiliate groups of Lewes Climate Hub) are getting together to organise a Climate Day at the Linklater Pavilion on Sunday 19th September. We wondered if Lewes Town Council would like to join us as a partner.

“This is intended as a smaller event than the Imagine Festival that you may have heard discussion about (which will now probably take place in Spring 2022 to give us time to raise the £2,000-£3,000 funding needed to do it properly). However, a number of groups feel it's vital to hold something in Lewes in the run-up to the COP26 Climate Summit in Glasgow on 1st-12th November.

“Our event could also be part of the national "Great Big Green Week" (18th- 26th September) that The Climate Coalition is organising [see: <https://greatbiggreenweek.com>]. Perhaps the town council could encourage climate events by groups and organisations in Lewes throughout the week?

Do let us know if LTC would like to support a Climate Day on 19th Sept and if so, which councillors would be happy to join the organising committee. We're planning to have a kick-off meeting in the few weeks to discuss what the day could involve - but can wait to hear from you. Do give me a call if you need more information.” *Juliet Oxborrow*

There followed a brief discussion and subsequently **it was resolved that:**

FC2020/119.1 Lewes Town Council supports Lewes Climate Day being planned for 19th September 2021 and will promote the event on Town Council website, Facebook pages and noticeboards.

FC2020/119.2 Cllrs Catlin, Dr Maples, O’Keeffe and Vernon will attend, on a rotation basis, event planning meetings with other affiliate groups of Lewes Climate Hub and report back to the Town Council on progress

FC2020/119.3 The Council asks its Commemorations Committee to consider suggestions for an appropriate Town Council contribution to the event, with prospect of a lasting legacy.

FC2020/120

‘CONNECTING LEWES’ INITIATIVE:

Council considered a Motion (*NOM19/2020 – copy in minute book*) that Lewes Town Council should express its support for the *Connecting Lewes* project; an initiative that aims to increase digital inclusion in Lewes through mentoring, technological assistance, and financial support.

It was stated that online access is critical to many aspects of everyday living: learning, working, shopping and accessing public services; even more so during recent lockdowns and social distancing. A significant proportion of people were unable to take part in this digital world, because they are elderly, disabled or lack the finances to pay for laptops, phones and wi-fi. These digitally-excluded people, it was said, are amongst the most vulnerable in society and would benefit most from being able to access the Internet and to keep in touch with people via video-conferencing.

Nationally, older and disabled people were most likely to be digitally excluded. Only 65% of people over the age of 65 have used the internet in the last three months and just 85% of disabled people, according to the Office of National Statistics.

There was no reason to believe that Lewes is an exception, especially with its older demographic. A group composed of local charities, GP practices, Town Councillors, East Sussex County Council and Lewes Community Volunteers was aiming to tackle the problem locally. The group, called *Connecting Lewes*, was led by Neville resident Eric Kihlstrom. It had published a questionnaire in the latest issue of Lewes News, which was distributed to all households in the town. Some 200 responses had been received.

Once the need has been established, *Connecting Lewes* would respond with a programme of mentoring, provision of equipment and financial support delivered by the organisations involved in the initiative.

It was resolved that:

FC2020/120.1 Lewes Council expresses its support for the Connecting Lewes project, that aims to increase digital inclusion in Lewes.

FC2020/121

LOCAL BUS SERVICES SUPPORT:

Councillors considered a report and submission by Community Transport for the Lewes Area (CTLA), requesting continued financial assistance (*copy in the Minute Book*). 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.

For the 2020/2021 financial year the Council had agreed to fund £4,000 of £6,000 requested by CTLA to support the Lewes Dial-a-Ride service for a period of 12 months and had agreed to consider a further bid for the year 2021-2022, which was now tabled. During 2021/2022 CTLA was bidding for £4,000 to fund increased hours of operation envisaged to further enhance this service and grow its appeal to even more residents..

FC2020/121.1 Lewes Town Council will support Community Transport for the Lewes Area (CTLA) with a grant of £4,000 in 2021/22 in respect of the Lewes Dial-a-Ride service.

FC2020/122

OUSE VALLEY WAY:

Council considered report (*FCO21/2020-copy in Minute Book*) proposing consideration of a contribution towards improving the surface of the Ouse riverside path on the West bank, North of Willeys Bridge, Lewes.

This was an extremely well-used path which is a designated public right-of-way and forms part of the popular Ouse Valley Way.

Stakeholders including local residents; the Environment Agency (EA); the South Downs National Park Authority (SDNPA), and Hamsey Parish Council have worked for some years

to secure improvements to the surface, which can be effectively impassable for long periods during wet weather. Photographs were shown which clearly illustrated this.

With reference to the plan appended to the report, sections A to B and C to D had already been improved with all-weather material and this has been well-received. Sections B to C and D to E, however, remained impassable for long periods. Between the EA and SDNPA, improvements had been made with all-weather surfacing and a new field gate replacing a difficult kissing-gate, but around 570 metres of the path remained unimproved.

The surfacing improvements completed so far were costed at approximately £12.30 per metre, which suggested the remaining length might cost around £7,000, although a higher standard was desirable, to include a sub-base to resist damage by cattle. This would cost roughly £20,000.

To achieve these improvements to the route, the EA, SDNPA and Hamsey Parish Council were prepared to contribute funds, and Lewes Town Council was asked to join with this endeavour.

The Environment Agency continued their flood bank repair works at Landport when weather and other constraints allowed it. Their primary concern was that these banks are part of the protection for the railway, Landport, Talbot terrace and the North Street Quarter areas.

The scope of that work was:

- a) Raising of the low sections of the bank back to their original design height, using the material that is already onsite.
- b) Topping the finished surface with a Granite 'MoT type 1' granular aggregate to protect the top of the bank and increase its life.
- c) Assisting SDNPAs and Hamsey PC's ambition in connecting the footpaths for all to use.
- d) Planting trees in certain locations, either along the berm or in fields nearby subject to the land-owners permission.

It was also their intention to start a section from the railway bridge up to the next gate (Offham Sluice) using the natural products that are there, *ie* trees, and lay them in a green engineering solution. This should create a 'live' bank repair and increase habitat in that section. The EA's Adur Catchment Officer had noted that with all these projects the raw look of the works once finished could look a little 'daunting' but was confident that once the grass established and the material settled and weathered, it blended well with its environment.

There followed a general debate on the principles and subsequently **it was resolved that**

FC2020/122.1 Lewes Town Council supports in principle the request for a contribution towards further improvements to the surface of the Ouse Valley Way North of Willeys Bridge, subject to detailed and costed proposals for a sustainable all-weather surface, robust and resistant to disturbance by cattle *etc*, being developed by the partner organizations.

FC2020/123

COMMUNICATIONS OFFICER:

Council considered a proposed amendment to the staffing establishment, to recruit a part time Communications Officer. This would in effect be an alteration to the duties of a post currently vacant due to the promotion of the previous part-time Receptionist/Administration Officer at the Town Hall. The effect was budget-neutral as the current vacant post was graded at an appropriate level.

A Job Description and Personal Specification was considered. The postholder's main purpose would be to ensure the routine provision of information and the communication and promotion of the Council's functions, facilities and services, and to assist and inform public engagement with the Council's operational, civic, statutory and democratic functions.

FC2020/123.1 The staff establishment is amended to adapt the currently-vacant Reception and Administration Officer post to the role of Communications Officer, with the Job Description and Personal Specification as presented to Council on 29th April 2021 (*copy in the Minute Book*).

FC2020/124

UPDATE ON MATTERS IN PROGRESS:

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

Phoenix (North Street Quarter) redevelopment: the new owners of the land were expected to hold public engagement events on the site once Covid restrictions allowed, and a clear picture should then emerge as to a timetable for planning applications. Projects on-hold as they are significantly affected by these plans would be assessed as the scenario developed.

Malling Community Centre: Practical completion of the building had been signed-off on 26th March, with a ‘snagging’ list of items to be addressed in coming weeks. The building contractors had dedicated a ‘snagging manager’ who would liaise with LTC staff to achieve a satisfactory completion. It was now possible to arrange such aspects as the alarm monitoring contract; telephones; hygiene services, amended licensing *etc.* and these were in-hand. A meeting of the MCC Steering Group would be called in due course, to determine fees & charges, and catering proposals *etc.* It was hoped that the Centre could be operational when Covid restrictions were lifted, and a ‘Grand’ opening event might follow a little later in the year. Members were asked to pass enquiries to Hannah and Faye, and an email address was in place (mallingscentre@lewes-tc.gov.uk). A mobile telephone number was available and although this would eventually become the emergency phone.

Devolution: It had been rumoured that Lewes District Council might be re-opening the offer of sale to the Town Council of the Market Tower. TC reported that there had been no change to their officially-stated position, which was that the offer was withdrawn.

Bus shelter – South Downs Road: In answer to a Member’s question, TC advised that one of two bus shelters in South Downs Road, recently transferred to the Town Council as a planning gain, had been destroyed by impact with a delivery vehicle. Fortunately, the event had been captured on video by cameras installed on the adjacent building development site and the footage had been provided. The driver had returned to the scene and there was no denial of liability, so the matter was with the company’s insurers. A replacement would be installed in due course.

FC2020/125

NOTICE of ITEMS IN PROSPECT

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

- > Support for CTLA Dial-a-Ride service
- > Malling Hill traffic investigations

Dates to note etc for forthcoming meetings and events were:

- > The next cycle of applications (Cycle 1 of 4) to the Council’s grants programme had a deadline for applications (now online-only) of 21st May 2021 with an online meeting of the Grant Panel on Weds 2nd June to formulate recommendations to Council on 24th June.
- > The next meeting of Council would be Mayor-making – WEDNESDAY 5th May at 7:30pm.
- > The next ‘ordinary’ Council meeting would take place on Thursday 24th June 2021 at 7:30pm, with a deadline for agenda items to reach TC by noon on Monday 14th June.

FC2020/126

REMOTE (‘Virtual’) MEETINGS – Expiry of emergency Regulations

Councillors had been provided with an update on the status of the emergency regulations that allowed local authorities to hold meetings remotely. These applied only to meetings that were required to be held, or held, before 7 May 2021 which meant that without any further action from the government, all councils faced a return to face to face meetings from 7 May, despite this being inconsistent with general guidance and other legislation on the Covid-19 situation. The National Association of Local Councils (NALC) and most other representative organizations working in local government continued to press the government to extend the regulations beyond this date and stress the urgency and importance of this issue.

The Secretary of State for Housing, Communities and Local Government, Rt Hon Robert Jenrick MP, had said that: whilst accepting that the provision has been successful, he had no plans to extend the date “...as it requires primary legislation and there is no vehicle to do that in time for May”. He added that whilst it was “not possible” at the moment, if there was opportunity to make it more permanent, he would take it.

An application had been made to the High Court by the Association of Democratic Services Officers (ADSO); Lawyers in Local Government (LLG), and Hertfordshire County Council, in relation to the dilemma but this had been dismissed on 28th April.

The court had concluded that:

"... the Secretary of State was correct in November 2016 and July 2019 to say that primary legislation would be required to allow local authority "meetings" under the 1972 Act to take place remotely. In our view, once the Flexibility Regulations cease to apply, such meetings must take place at a single, specified geographical location; attending a meeting at such a location means physically going to it; and being "present" at such a meeting involves physical presence at that location. We recognise that there are powerful arguments in favour of permitting remote meetings. But, as the consultation documents show, there are also arguments against doing so. The decision whether to permit some or all local authority meetings to be conducted remotely, and if so, how, and subject to what safeguards, involves difficult policy choices on which there is likely to be a range of competing views. These choices have been made legislatively for Scotland by the Scottish Parliament and for Wales by the Senedd. In England, they are for Parliament, not the courts".

In view of the level of support for the option of remote meetings LLG and ADSO were very disappointed at the decision of the court to refuse to support the updated interpretation proposed, which would have enabled councils to continue providing the option of remote attendance. Their energy, and the momentum that had been generated, would now be directed into lobbying government to quickly bring forward the necessary legislation to overcome this impasse and to ensure that councils have local choice to determine the mode of meetings not just during the pandemic, but for the long term.

Advice on best practice remained that all local councils should continue to meet remotely while the regulations are in force. It was recommended that where possible, the annual meeting was scheduled while the current Regulations permit for them to be held remotely. The Council had rescheduled to allow for this, and Mayormaking was to take place on Wednesday 5th May.

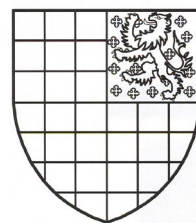
TC explained the implications for the Council and individual Councillors if meetings were held that were technically unlawful. Although many of the meetings held could be argued to be advisory, where challenge to any decisions would not be possible, there was a requirement for Councillors to "attend" (as defined by the High Court judgement) at least one meeting of a committee or outside body to which they had been appointed by Council, within six months or they would automatically lose office (*s85 Local Government Act 1972*). The current remote meeting had been moved to be as late as possible in April so that councillors who were unable/unwilling to attend face-to-face meetings would have as much time as possible before disqualification by virtue of the "six-month rule".

The next meeting was scheduled for 24th June, by which time it was hoped that Covid restrictions would ease, although this was likely to be held in the Corn Exchange where greater social distancing was possible, and ventilation was better.

There being no further business the Mayor closed the meeting; thanked everyone for their contributions.

The meeting ended at 10.00pm

Signed: Date:



MINUTES

Of the 47th ANNUAL MEETING of Lewes Town Council,
held on **Wednesday 5th May 2021**, online via Zoom meetings, at **7:30pm**.

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

In attendance: S Brigden (*Town Clerk*); Mrs F Garth (*Assistant Town Clerk & Civic Officer*); Rev J Egar (*Council Chaplain*).

Also present: Ms Gaynor Lamb (*outgoing Mayoress*)

The Council's Chaplain, Rev Judith Egar, offered a few words before commencement of the meeting, on the uplifting discovery of rich resources of creativity, compassion and solidarity over the past year.

The meeting opened with Cllr John Lamb in the Chair, as outgoing Mayor.

FC2021/01 ELECTION OF MAYOR:

It was resolved that:

FC2021/01.1 Cllr Stephen Wischhusen (known to all as Catlin) is elected as Mayor for the 2021/22 municipal year.

FC2021/02 MAYOR'S DECLARATION OF ACCEPTANCE OF OFFICE:

Cllr Catlin made his statutory declaration of acceptance of the office of Mayor before Council.

Cllr Catlin took the chair for the remainder of the meeting

Cllr Catlin addressed the meeting, thanking his colleagues for the honour of the Mayoralty. He described his outlook for the Mayoral year and announced that the good causes he had chosen to support would be Sussex Search & Rescue and Lewes Youth Band. He announced that Cllr Shirley Sains would support him as Mayoress during the forthcoming year.

FC2021/03 APOLOGIES FOR ABSENCE:

There were none.

FC2021/04 APPOINTMENT OF DEPUTY MAYOR:

Cllr Dr Maples wished to ask questions of the Deputy Mayor Elect and requested a recorded vote. It was explained that if there were no other nominations than the Deputy Mayor Elect, Cllr Sains, there would be no requirement for a vote. Cllr Makepeace was then also proposed, and speeches of commendation for the candidates were heard. Questions were then posed to the candidates, with some dissension. There followed a vote, recorded by request (*Standing Order 1(s) [following provisions of Local Government Act 1972 Sch12 p13 (2)]*), and the record of votes cast is appended to these Minutes. **It was resolved that:**

FC2021/04.1 Cllr Shirley-Anne Sains, is appointed as Deputy Mayor for the 2019/20 municipal year.

FC2021/05 DEPUTY MAYOR'S DECLARATION OF ACCEPTANCE OF OFFICE:

Cllr Sains made her declaration of acceptance of the office of Deputy Mayor before Council. She made a short speech thanking colleagues for the honour of the appointment.

FC2021/06 VOTE OF THANKS: Cllr Burrows proposed the motion (NM001/21) expressing thanks to the outgoing Mayor and Mayoress for their service.

He went on to describe highlights from Cllr Lamb's term as Mayor and noted the hard

Continues...

work that he and his wife Gaynor, as Mayoress, had put into an extended term, recognizing the complications arising from Covid-19. Consequently, it was **resolved that:**

FC2021/06.1 This Council records its thanks to Cllr John Lamb, and his wife Gaynor, for their service to the council and community of Lewes in the office of Mayor and role of Mayoress during the past two years.

Cllr Lamb replied at length, describing his own view of the past years and adding thanks to all those individuals who had helped throughout his service as Mayor.

FC2021/07 MINUTES:

It was resolved that:

FC2021/08.1 Minutes of the Council meeting held on 29th April 2021 are received and agreed as an accurate record.

FC2021/08 ATTENDANCE RECORD OF COUNCILLORS:

The attendance record of councillors for the previous municipal year was noted. *(copy in minute book)*

FC2021/09 INDIVIDUAL RESPONSIBILITIES of COUNCILLORS 2021/22:

A motion (NM002/21) was proposed, and it was **resolved that:**

FC2021/09.1 The individual duties of Members for the ensuing municipal year shall be as shown in the list *(copy in minute book)* provided to members for the meeting of Council on 5th May 2021.

FC2021/10 APPOINTMENTS OF REPRESENTATIVES TO OUTSIDE BODIES:

A motion (NM003/21) was proposed, and it was **resolved that:**

FC2021/10.1 The Council's representatives on outside bodies, for the ensuing municipal year, shall be as shown in the list *(copy in minute book)* provided to members for the meeting of Council on 5th May 2021.

FC2021/11 BANK SIGNATURE AUTHORITY:

A motion (NM004/21) was proposed, and it was **resolved that:**

FC2021/11.1 The Council approves the authorization of Councillors as signatories to the Council's bank account as shown in the list *(copy in minute book)* provided to members for the meeting of Council on 5th May 2021.

FC2021/12 COUNCIL MEMBERSHIP OF NATIONAL AND LOCAL ASSOCIATIONS:

A motion (NM005/21) was proposed, and it was **resolved that:**

FC2021/12.1 The Town Clerk be asked to ensure the Council's continued membership of approved national and local organizations representing Parish and Town Councils.

There being no further business, the Mayor closed the meeting and thanked everyone for their attendance.

The meeting ended at 8:25pm

Signed:

Date:

VOTING RECORD SHEET

MEETING of: Council

date: Wednesday 5th May 2021



**LEWES
TOWN
COUNCIL**

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

MOTION or AMENDMENT VOTED UPON	Lib Dem	Green	Lib Dem	Ind	Lib Dem	Green	Lib Dem	Green	Lib Dem	Green	Green	Ind	Lib Dem	Ind	Lib Dem	Green	Green	Lib Dem	No. FOR	No. AGAINST	No. Abstentions	Not Present or Not Voting	CARRIED ? Yes/No
	BAAH	BIRD	BURROWS	CATLIN	EARL	HANDY	HENMAN	HERBERT	LAMB	MAKEPEACE	MAPLES	MAYHEW	MILNER	O' KEEFFE	SAINS	VERNON	WARING	WOOD					
Deputy Mayor for 2021/22 <i>(Record requested by Cllr Dr Maples)</i>																							
<i>Nominee:</i> Cllr Sains	✓	✗	✓	✓	✓	A	✓	✗	✓	✗	✗	✓	✓	✓	✓	✗	✗	✓	11	6	1	0	Yes
<i>Nominee:</i> Cllr Makepeace	✗	✓	✗	✗	✗	A	✗	✓	✗	✓	✓	✗	✗	✗	✗	✓	✓	✗	6	11	1	0	No

Agenda Item No: 6a) **Report No:** FC005/2021
Report Title: Conclusion of Recruitment for successor Town Clerk
Report To: Full Council **Date:** 24th June 2021
Report By: S Brigden, Town Clerk

Purpose of Report: To apprise Council of the conclusion of the recruitment for a successor to the present Town Clerk.(TC).

Recommendation: That this report be noted.

Information:

1 Following the series of workshops held by the Personnel Panel since June 2020 (each previously reported to Council), the post of Town Clerk (designate) was widely advertised and ten applications were received by the closing date; 8 from within the Parish Council sector. Applicants indicated responses as:

Newsquest (Evening Argus) with 2 online (Reed and TotalJobs)	none
JP Media (Sussex Express) with online <i>inc</i> Monster and CV-library.	1 applicant
National Association of Local Councils	3 applicants
Society of Local Council Clerks	3 applicants
Sussex & Surrey Associations of Local Council (SSALC)	2 applicants
Posters	none
Website and Facebook	1 applicant

2 At a meeting facilitated by the Council's consultant, the Regional Director of South East Employers (SEEmp) Jennifer McNeill, seven candidates were selected for first-stage interviews. Candidates would be asked to complete, in advance of their interview, a *CREDO*TM self-assessment to gain insights into their personal management style and approach. These were independently assessed and Ms McNeill would brief the Panel on each. Candidates would be asked to present a briefing note on a hypothetical scenario designed to test knowledge; awareness; flexibility; insight; empathy, reporting and presentation skills *etc.*

3 Interviews were conducted in two tranches, on 10th and 14th May 2021 by all Personnel Panel, members, assisted by Ms McNeill, the Assistant TC/Civic Officer, and the Town Clerk. Candidates were asked questions arising from their presentation, and a set of questions related to their match with the Personal Specification plus individual questions arising from analysis of their completed *CREDO* report.

4 Three candidates were selected for second interviews, held on 21st May 2021. At these interviews Panellists further investigated responses to questions from the first stage, and candidates were asked to identify a key success, event, or development of which they were particularly proud. This was in detail and gave rise to further questions in depth. There was further exploration of the profiling reports, and candidates were asked to describe their need in the area of personal development in the event of success.

5 Following the final interview, the Panel and advisers reviewed all three in depth and were unanimous in their selection of candidate to be offered the job. This was Ms Laura Chrysostomou, currently Deputy Town Clerk and Responsible Finance Officer at Littlehampton Town Council.

6 Subsequent to a verbal offer and acceptance by telephone that evening, a formal offer was made and Ms Chrysostomou's acceptance has been received, and referees have submitted very positive remarks. A starting date has been agreed as Wednesday 1st September 2021, and she will be able to participate in the recruitment of a new Responsible Finance Officer, which will commence before then.

7 Once formal acceptance was received, all unsuccessful candidates were sent a copy of their personal *CREDO* assessment with hopes that these may be helpful in their present, and any future, roles.

8 Council should note that TC will retire on 14th December 2021, remaining employed until then, but will cease work on 29th October, to partially-offset accrued leave entitlement. Once Ms Chrysostomou has established herself and before TC effectively leaves, an interim probationary review will be conducted as a matter of good practice, following which it will be necessary for Council to formally designate her as the Council's Proper Officer and transfer those responsibilities.

S Brigden 4th June 2021

Report FC005-2021 Conclusion of TC Recruitment.docx

Agenda Item No: 6b)

Report No: FC001/2021

Report Title: Grants panel recommendations – 2nd June 2021

Report To: Full Council

Date: 24th June 2021

Report By: S Brigden, Town Clerk

Purpose of Report: To propose payment of grants as recommended by the Grants Panel, following its meeting on 2nd June 2021 (the first of four cycles for 2021/22)

Recommendation(s):

- 1 That the grant payments recommended and shown in column **G** of the table appended to this report be approved.

Information:

1 The Grants Panel met on 2nd June 2021. **12** applications were considered, with requests for support in the sum total of **£17,940**.

2 Assessing applications were: Cllrs Catlin; Makepeace; Maples and O’Keeffe. Apologies were received from Cllrs Burrows, Herbert and Wood. No message had been received from Cllr Henman. or.

3 Using the system approved by Council, each panellist evaluated applications on their merits in five categories:

- ⊕ Closeness of match to Lewes Town Council’s grant scheme policy
- ⊕ Overall “robustness” of the proposal – general likelihood of success/sustainability
- ⊕ Financial planning exhibited - adequacy/prudence/appropriateness *etc.*
- ⊕ Scope and sustainability of the proposal – beneficiaries; scale; thoroughness
- ⊕ A personal (subjective) assessment, based on any special insight or considerations.

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

4 **The recommended grant awards for this cycle are shown at column G, appended.**

Recommended grant awards for this cycle amount to **£13,915** in total, which leaves a balance of £46,085 remaining in the miscellaneous scheme budget for the year.

Salient points, considered by panellists during their deliberation and influencing their final recommendations (noted/highlighted in column H below, where appropriate), fall into the areas of:

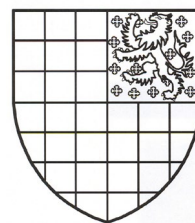
- ⊕ No other funding sought.
- ⊕ Sum requested disproportionate to own assets or contribution to scheme or project.
- ⊕ Sum requested from parish disproportionate to total cost of scheme or project.
- ⊕ Project or scheme mis-matched with parish council powers or LTC’s scheme policy.
- ⊕ Sum recommended is considered to be an appropriate/proportionate parish contribution.

S Brigden 3rd June 2021

FINANCIAL GRANTS PANEL - 2nd June 2021						Cycle 1 2021/22				
A	B	C	D	E			F	G	H	
line	Ref.	ORGANIZATION	STATED purpose of organization	STATED purpose of grant requested	total project cost	own funds employed	Grant Requested	£ RECC'D	Salient comments (if any) by Panellists	
1		Lewes Chamber Music Festival	To foster the public's knowledge, experience, and appreciation of chamber music and thereby the advancement of the arts, culture, and education for the benefit of the public in the Lewes area	Because the Festival always takes place in the early part of June (and unfortunately cannot be rescheduled due to musicians' availability), we will only be able to accommodate 50% of our usual audience capacity in following the government's Stage 3 reopening guidelines. Music Chairs Scheme will invite our audience to donate the cost of the empty seat beside them.	5,000	tbc	2,000	1,400	0	
2		Community Transport for he Lewes Area - Lewes Travel Club	Provide local trsprt services, to support independent living.	Days out to alleviate social isolation etc	2,000	0	2,000	1,500	report on Lewes town increase after 6 months	
3		Kings Academy Ringmer Eco-Hub	We are a small group of student Eco reps and 2 adults who run the group. We mainly meet at lunchtimes but are hoping to have some after school clubs and the odd Saturday. The Eco Hub is part of Kings Academy Ringmer school and we are hoping to incorporate the curriculum into our conservation and rewilding work.	The eco garden is a blank canvas and we want to rewild the area, building a wildlife pond (with deck for pond dipping), wildflower meadow), chalk bank for encouraging butterflies and picnic benches for the students to enjoy being outside. We would like to have outdoor classrooms where the students can learn in conjunction with the curriculum.	8,000	100	1,000	400	expect detailed report with photographs	
4		Commercial Square BS - Proms in the Paddock	To carry out the traditions of Lewes Bonfire on 5th November each year - Street Processions & Firework Displays.	Proms in the Paddock - An annual family based musical extravaganza mainly for the people of Lewes and surrounding areas but also open to all to be held on Saturday 7th August 2021. The event is a ticketed event and includes several local musical ensembles providing musical entertainment for the crowd during the late afternoon and evening	11,000	8,000	1,000	750	encourage use of compostable materials and recycling bins	
5		Green United	Collaboration between young people, parents, teachers, councils, governors to fulfil a Lewes Environmental Educatiaon Strategy.	Pursue initiatives raised by young people's Big Ask initiative.	5,000	0	1,500	1,000	0	
6		Priory Cricket Club	Lewes Priory is a welcoming and sociable cricket club that offers competitive, developmental and social cricket to men, women, girls and boys of all backgrounds, levels of skill and experience in a safe, family-friendly environment.	purchase of replacement heavy roller	12,000	6,000	2,000	1,400	0	
7		Go Local - Lewes Library of Things	Develop projects that encourage local communities to become more self sufficient in food production and distribution. Develop infrastructure capacity in the not for profit sector to ensure groups continue to exist and flourish. Develop projects that will improve the local natural environment through improving green spaces and buildings, reducing pollution, promoting environmentally friendly transport and tackling climate change	Go Local will set up a Library of Things which will be open at least 3 days a week all year round except public holidays. The Library of Things will encourage residents of Lewes district to borrow items rather than purchase a new or second hand item	12,000	0	2,000	2,000	0	
8		Lewes Music Group	The Lewes Music Group, set up as the Lewes Youth Band, is a music non-profit society run by a collection of young musicians with the aim to provide versatile, accessible, high quality and educational concerts to the areas of Lewes, East & West Sussex, Brighton & Hove and the South East. The LMG enables young and talented musicians, to perform, arrange and compose in a safe, fun and community environment.	Currently the Lewes Music Group runs it's flagship ensemble, the Lewes Youth Band. We are in the latter stages of broadening our horizons to include new ensembles launching in August 2021 and beyond. Alongside these new ensembles, we look forward to launching new junior/development branches offering opportunities for younger musicians to collaborate with renowned industry professionals during masterclasses and concerts.	0	1,500	2,000	1,400	0	
9		Wallands School	Primary school for ages 3-11	Purchase of an outdorr publicly-accessible defibrillator	1,350	300	750	375	? Available outside school hours	
10		Lewes Climate Festival	Lewes Climate Hub is an umbrella organisation of a range (currently approximately 20) local community and environmental groups taking action on climate change and environmental breakdown, including Transition Town Lewes, Extinction Rebellion, Friends of Lewes, and Common Cause.	The proposed project is a one-day Climate Festival to be held on Sunday 19 September at the Linklater Pavilion and immediate grounds.	1,000	0	1,000	1,000	0	
11		Trinity Youth REcycling	TRINITY Youth is the youth wing of the church. Overseen by Dave Sinclair (our youth minister) TRINITY Youth aim to outwork our calling to be light in the world and make a positive difference in the lives of young people in Lewes, investing in them and seeking to do what we can to enable them to be the best "them" they can be. We run a range of community youth groups, holiday clubs, mentoring support and more in the local community.	Youth Bike Recycling Project Young people have been in many ways the "unseen" victims of the covid pandemic. While few have had their physical impacted directly by Covid, many have faced severe disruption and risks to mental health and wellbeing..We would like to set up and run a bike recycling project to help combat this. Many young people who are keen on bikes and cycling,. We would seek to initially purchase tools & parts for small workshop, and a supply of old bikes.	2,200	500	1,000	1,000	0	
12		WellbeingTree			2,420	360	1,690	1,690	0	
13										
14										
15										
16					£61,970	£16,760	£17,940	£13,915		
17										
18										
19								£60,000	Miscellaneous Grants Budget	
20								£13,915	"Cycle 1" total grants	
21								£0	"Cycle 2" total grants	
22								£0	"Cycle 3" total grants	
23								£0	"Cycle 4" total grants	
24								£13,915	Total paid/recommendedd	
								£46,085	Budget balance	

Report FC001-2021 Grants panel recs 2nd June 2021.docx

Page 2 of 2



MINUTES

of the meeting of the **Malling Community Centre (MCC) Steering Group** held on **Friday 11th June 2021**, online via Zoom meetings, at **11:00am**.

PRESENT Cllrs Dr J Baah; M Bird; S Catlin; J Lamb; M Milner and S Sains

In attendance: S Brigden (*Town Clerk [TC]*); Ms H Roxx (*MCC Manager*); Ms F Willis (*MCC Asst Manager*) and B Courage (*Town Ranger*).

MCCSG2021/01 **ELECTION of CHAIR:**

Cllr Milner was elected Chair of the Steering Group for the 2021/22 year.

MCCSG2021/02 **Appointment of Vice-Chair:**

Cllr Sains was appointed Vice-chair of the Steering Group for the 2021/22 year.

MCCSG2021/03 **QUESTIONS:** There were none.

MCCSG2021/04 **APOLOGIES for ABSENCE:** Apologies had been received from Cllr Earl, who was on holiday, and Cllr Wood, who had a work commitment.

MCCSG2021/05 **DECLARATIONS OF INTEREST:** There were none

MCCSG2021/06 **REMIT of the STEERING GROUP:** Members noted the remit of the Group which was set by Council as:

The Malling Community Centre Steering Group is tasked with general strategic oversight of that Centre's operations, meeting ad hoc and formulating recommendations for Council or other committees, functional panels, or working parties as appropriate. This may include scrutiny of current, future and proposed business plans; staff structure and costs; profit and loss; contracting-out; income and expenditure reporting as well as review of booking, operations issues and management plans

MCCSG2021/07 **BUSINESS OF THE MEETING:**

The Group addressed matters as:

1 *General overview:* TC reviewed the evolution of the project to refurbish the Centre; beginning with the responses to original public consultation on desired facilities and showing the drawings depicting the vision for the wider area and recreation ground, to be funded from planning agreements on development of the North Street Quarter/Phoenix area. For the benefit of Members who had not yet visited the rebuilt Centre there followed a series of photographs depicting the refurbished Centre and the facilities offered, which illustrated how the project had met those requirements as far as practicable. It was noted that the improved space and general amenity value of the building would inevitably alter the usage profiles compared with the previous layout and management model.

TC described the position regarding 'snagging' following the practical completion of building works – photographic examples illustrated some of the elements being addressed. These items were more extensive and complex than indicated in the original list produced at the point of handover by the building contractor. These were progressing steadily, and various sub-contractors were due to visit to complete rectification jobs.

Fire risk assessment had been carried-out and the maximum safe capacity of the spaces was established. Contracts were in place for hygiene services, alarm monitoring *etc* and the ground-source heat pump installation was now accredited with the government Renewable Heat Incentive. This is a financial incentive scheme designed to increase the uptake of renewable heat technologies and reduce

carbon emissions and will return payments to the Council for up to 20 years based upon periodic submission of usage data.

Telephones & data connections were being arranged and the Centre was currently using a mobile number (07708 648028) which would ultimately become the emergency phone. Email was in place and messages could be sent to mallingscentre@lewes-tc.gov.uk. Almost-new office furniture had been obtained free of charge from a charity supplier.

There followed a general discussion on several aspects of the building and prospective operations, including such things as bicycle stands and 'basic' equipment for use by hirers. It was recognized that a new profile of use would emerge once operations commenced.

2 *Prospective re-opening and relaxation of covid-19 restrictions:* TC gave an update on the position regarding allowable events under Covid-19 regulations and noted that it was anticipated that some events should be possible once restrictions eased subject to the government's announcement planned for the 14th June. It was noted that 'headline' information in the media was often not consistent with the actual regulations or government statutory guidance. The appropriate guidance was monitored, and plans adapted as appropriate to any developments in that regard. Re-opening would follow the government programme – anticipated 21st June – although the building would not be fully-equipped. It would be desirable to hold a 'Grand re-opening' to celebrate the project, but this was likely to be later in the year.

3 *Catering:* General licensing was under review as the building had been substantially altered, and it was likely that a new license would be required for all purposes. Specialist advice had been sought as to the practicalities of offering a concession to a professional caterer to equip and operate the café/bar. It was not thought appropriate to allow hirers to use the kitchen, as in the past, and the redesign had anticipated a more professional, managed, service. The facility had been independently assessed as likely to be very attractive to prospective concessionaires, and it should not be necessary to offer a rent-free period in recognition of their initial investment in equipment. It was proposed that a contract be drafted for approval by the Group, with assistance from experienced specialist agents, which could specify requirements for any aspects unique to the Council's policies and overall management of the building. It had been recommended that as the proportions of business rates, utilities consumption *etc* attributable to the café operation were likely to be quite small, an all-inclusive contract was appropriate and this was expected to yield significantly higher income to the Council. When a contract was offered to the market, it should be possible to require a presentation by bidders before a tender was accepted, to assess compatibility with the Council's outlook. The Group agreed the principles of this proposal and work would begin on drafting a contract. Until catering was fully-established at the Centre, small items of equipment for preparing hot and cold beverages (*eg* boiling urns) could be used.

4 *Fees & Charges:* Members considered comparative fees for public rooms and buildings in the area, and there followed a lengthy discussion on an appropriate tariff to reconcile the continuing community focus of the Centre with the acknowledged improvements in facilities that it now offered. The Group also considered a list of previous hirers; the periods hired, the original tariff and the facilities that had been used.

After detailed consideration, it was decided that a fair starting-point would be to copy the tariff offered at the All Saints Centre, with an introductory reduction of 30% applied, and this would be comprehensively reviewed after a year. This would recognize the fact that the Centre would not initially be fully equipped or providing catering facilities, and the profiles of demand and usage would evolve over the first few years.

This tariff was currently, at full rates:

Hourly Rates*

From April 2021

	Main Hall	Small Hall
Mon-Fri to 6pm	£15.00	£10.50
Sat-Sun to 6pm	£22.50	£15.00
Mon-Thurs 6-11pm	£22.50	£15.00
Fri-Sun 6-11pm	£27.00	£17.95

**Not for Profit/
Charity Rate****

Mon-Fri to 6pm	£15.00	£10.50
Sat-Sun to 6pm	£16.75	£11.15
Mon-Thurs 6-11pm	£16.75	£11.15
Fri-Sun 6-11pm	£20.30	£13.30

*Hire fees are subject to annual inflationary increase each April.

**Not for profit organisations may qualify for the discounted hourly rate. Proof of status is required.

5 *Miscellaneous issues:* There followed a general discussion on various general matters before the meeting ended, including signage; principles of hiring by the hour and Value Added Tax, among other things. In answer to a question, TC confirmed that the contract price for the rebuild had not been exceeded, but provisional elements allowing for contingencies had been fully-utilized. Interim payments had been made to the contractors at each milestone subject to validation certificates issued by the Council's managing surveyors, according to the protocol prescribed by the Royal Institution of Chartered Surveyors. Some Members felt that the contractor should be prepared to disclose their final costs, although TC advised this would be considered commercially-sensitive information.

Members who wished to look around the Centre were asked to contact Hannah or Faye at mallingscentre@lewes-tc.gov.uk or telephone 07708 648028. TC would distribute these details.

MCCSG2021/08

CONCLUSIONS/RECOMMENDATIONS:

It was agreed that council should be asked to note the considerations of the Group and endorse its decisions.

MCCSG2021/09

There being no other business, the Chair declared the meeting closed and thanked everyone for their contribution.

The meeting closed at 12:45pm

Signed

dated

Agenda Item No: 7

Report No: FC002/2021

Report Title: Change to Councillors individual duties

Report To: Full Council

Date: 24th June 2021

Report By: S Brigden, Town Clerk

Purpose of Report: To advise Council of proposed changes to individual Member's appointed duties.

Recommendation(s):

1 That these changes be agreed and noted.

Information:

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

Tables of current appointments are 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:

Grants Panel:

Cllr Sains requests that she be appointed to this Panel. (Council has not established a fixed complement for this Panel; currently consisting of *eight* Members)

All Saints Steering Group:

Cllr Sains requests that she be appointed to this body. (Council has not established a fixed complement for this Panel; currently consisting of *six* Members)

Outside bodies

Lewes Chamber of Commerce

Lewes Chamber of Commerce has asked for a Councillor to join its Executive. Cllr Lamb has been requested by the Chamber, who cite the positive relationship he built with the Chamber during his extended tenure as Mayor, and he is willing to be appointed.

S Brigden
June 2021

Councillors individual duties 2021/22

At June 2021



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	Egy;Divy;Incl	Devolution W/pty	Allotments W/pty	MCC Steering Group			
Janet	Baah	✓		✓							✓			✓		✓			✓			
Matt	Bird				✓					✓	✓	✓		✓	✓	✓		✓	✓			
Richard	Burrows	✓	✓			✓		✓		✓							✓	✓				
Stephen	Catlin		✓	✓	✓	✓		✓	✓		✓	✓	✓		✓	✓	✓	✓	✓			
Guy	Earl	✓					✓		✓			✓					✓		✓			
Rob	Handy			✓						✓	✓					✓						
Oli	Henman		✓				✓			✓	✓		✓	✓	✓		✓					
James	Herbert	✓	✓				✓	✓			✓			✓	✓	✓						
John	Lamb			✓	✓							✓							✓	✓		
Imogen	Makepeace		✓	✓		✓	✓		✓		✓			✓	✓				✓			
Wendy	Maples		✓	✓	✓	✓			✓						✓	✓	✓	✓				
Graham	Mayhew	✓				✓	✓		✓			✓	✓				✓					
Merlin	Milner			✓	✓			✓	✓		✓	✓								✓		
Ruth	O'Keeffe	✓	✓					✓	✓	✓	✓		✓	✓	✓							
Shirley-Anne	Sains	✓	<i>tbc</i>	✓				<i>tbc</i>		✓			✓		✓				✓	✓		
Jonathan	Vernon								✓	✓	✓				✓							
Richard	Waring							✓			✓	✓			✓							
Kate	Wood		✓			✓	✓		✓				✓		✓		✓		✓			

MEMBERSHIP OF OUTSIDE BODIES 2021/22

At June 2021

LEWES
TOWN
COUNCIL

Lewes District Association of Local Councils* (2)	Cllr Catlin Cllr O’Keeffe
East Sussex Association of Local Councils (2) <i>(NB: not appointed by Council – nominated by LDALC*)</i>	Cllr Catlin Cllr O’Keeffe
Citizens Advice Bureau	Cllr Lamb
Railway Land Wildlife Trust (2)	Cllr Bird Cllr O’Keeffe
Lewes – Uckfield Line Parishes group	Cllr Catlin
Sussex Community Rail Partnership	Cllr Catlin
Lewes Priory Trust (2)	Cllr Dr Mayhew Cllr Lamb
Stanley Turner Advisory Committee	Cllr Burrows
Lewes Conservation Area Advisory Group	Cllr Bird
‘Plastic-free Lewes’ Initiative (2)	Cllr Henman Cllr Herbert
Lewes Chamber of Commerce	<i>TBC (Cllr Lamb)</i>

NOTICE OF MOTIONS PROPOSED

Notice has been received, as described below, of motions which are proposed for consideration by Council at its meeting on Thursday 24th June 2021.

NOM 006/2021 – received from Cllr M Bird on 14th June 2021, in the following terms:

It is proposed that:

Lewes Town Council pledges its support to the Ouse Valley CARES Partnership and is involved in joint initiatives where appropriate:

Supporting Information:

The OUSE Valley CARES project - (Climate Action, Ecological Resilience, Sustainability) is a partnership initiative that aims to support community projects that tackle the climate and ecological emergencies.

It is coordinated by the South Downs National Park and includes partners such as Lewes District Council, SCDA, Community Energy South, Seaford Community Partnership, Railway Land Trust, Transition Town Lewes and other Town and Parish councils within the project area.

The area follows the river valley downstream from Barcombe, through Lewes and the villages of the lower Ouse Valley to Newhaven and includes Seaford.

Ouse Valley CARES is one of only 21 proposals to be awarded funding from around 550 submissions. The £151,000 funding is earmarked for the employment of two outreach posts and the development of local projects. A full bid (£2.5 million) will be submitted in April 2022

Background

Two outreach officers have recently been appointed and are hosted by the Sussex Community Development Association (SCDA) and the South Downs National Park. They will be responsible in supporting potential projects throughout the year.

These include projects which;

- Create more green corridors across and between communities and connections to the wider countryside and the South Downs National Park. These include projects such as tree planting, wildflower corridors and improving habitat quality at nature reserves.
- Enhance wellbeing, knowledge and skills around climate change reduction, such as community gardens, community orchards, training for groups and schoolchildren, climate cafes, Forest School development, sustainability advice and events.
- Reduce carbon footprint, such as supporting residents to reduce energy bills, training volunteer 'climate and energy champions', identifying new sites for community-owned energy schemes and helping to increase accessibility to electric vehicles and active travel projects.

Ouse Valley CARES will use the Climate Action Forum website as a vehicle for signposting activity in the project area. www.climateactionforum.org.uk

Cllr M Bird 14th June 2021

Agenda Item No: 9 Report No: FC003/2021
Report Title: Corporate Risk Assessment 2020/21
Report To: Full Council Date: 24th June 2021
Report By: S Brigden, Town Clerk

Purpose of Report: To apprise members of the results of the statutory annual risk assessment carried out for the Council's general activities and functions for the 2021-22 municipal year.

This does not account for the effects of Covid-19, as these are addressed through specific, separate, exercises as guidance and regulation evolves.

Recommendation(s):

- 1 That this report, and the summary table of assessed risks appended to it, be noted.

Information:

1 It is a requirement of the audit and corporate governance regime for parish councils that an annual appraisal is carried out, of risks arising from council activities. This extends the familiar and long-established concept of physical Health & Safety oriented risks to include such things as the likely effect of a failure to observe a statutory deadline, or the omission of important clauses in contracts.

2 The Council utilizes a very simple computer software package (*DMH Solutions LCRS system*) designed specifically for the parish council sector. This prompts an evaluation of all the required elements, and allows the addition of local, specialized, risk elements unique to an individual Council. This covers all known and anticipated legislation affecting parish council risk.

The principle of assessment is to award a score for the LIKELIHOOD of a risk element event, *given current controls and systems*, and a score representing the likely IMPACT or EFFECT on the Council should there be an occurrence of the event or failure. The system effectively multiplies these factors and highlights high-risk elements for inclusion in a risk-reduction action plan. For example:

Example 1 an **intangible** risk might be associated with the statutory requirements for the administration of Council meetings (agenda timetable, press and public access, minute-keeping etc.) - failure to meet any or all the legal requirements is unlikely (score = LOW likelihood of event) and the probable effect would be (relatively) minor; probably limited to public criticism, although could result in a legal reprimand and/or "qualified" audit report (score = LOW impact on the business). This element would be considered to be CONTROLLED, *ie* we are aware of the risk and run the organization's day-to-day functions in such a way as to minimize or avoid it.

Example 2 a **tangible** risk exists with the provision of amenities such as bus-shelters and street furniture – this gives rise to an almost constant threat of vandalism and the associated repair costs, and street seating carries the risk of liability claims if unrepaired faults result in damage to clothing or personal injury to a member of the public. Example Score = MEDIUM/HIGH likelihood of an event and MEDIUM impact on business (mainly financial but includes the disruption of organizing and/or effecting repairs). This element would be identified as UNCONTROLLED, and a plan demanded to address it. Such risks are minimized by a programme of scheduled inspections by the Town Ranger; a policy to immediately repair or remove potentially dangerous items; adequate budget provision to address regular repair costs; appropriate public liability insurance provision *etc.*... and the risk becomes CONTROLLED.

3 **This year's review** has taken account of **300** risk elements within **37** functions or areas of operation. Not all elements are relevant to LTC, but scores have been recorded for **290** risk elements, and **no** salient points present themselves. Mitigation of risk generally is addressed by management practices/working routines; appropriate 'offset'; appropriate and adequate insurance; training; routine monitoring *etc.* Covid-19 related assessments are addressed separately according to evolving circumstances.

A summary report extract is appended; the full report (159 pages) is available on request to TC.

S Brigden 4th June 2021

<i>Area / Function</i>	<i>Duty</i>	<i>Responsibility</i>	<i>No of risks</i>	<i>Number scored</i>	<i>No of uncontrolled Risks</i>	<i>Your action plan rank</i>
Allotments	Duty to provide allotments. Power to improve and adapt land for allotments, and to let graz		20	20	0	<input type="text"/>
Bar Services	Powers to provide		8	8	0	<input type="text"/>
Bonfire Celebrations	Powers to provide		4	4	0	<input type="text"/>
Bus Services	Power to Provide		6	6	0	<input type="text"/>
Bus Shelters	Power to provide and maintain shelters		7	7	0	<input type="text"/>
Cemeteries/Churchyards	Power to provide Power to acquire and maintain		19	9	0	<input type="text"/>
Clocks	Power to provide public clocks		5	5	0	<input type="text"/>
Code of Conduct	Duty to adopt a code of conduct		1	1	0	<input type="text"/>
Community Centres	Power to provide and equip buildings for use of clubs having at hletic, social or educational objectives.		16	16	0	<input type="text"/>
Computing	Power to facilitate discharge of any function		3	3	0	<input type="text"/>
Council Meetings	Power to meet		4	4	0	<input type="text"/>
Council Property and Documents	Duty to disclose documents and to adopt publication scheme		4	4	0	<input type="text"/>
Crime Prevention - CCTV	Powers to spend money on crime detection and prevention measures.		10	10	0	<input type="text"/>
Data Protection	Duty of Notification and Duty to Disclose (subject access)		1	1	0	<input type="text"/>
Employment of Staff	Duty to Appoint		8	8	0	<input type="text"/>
Entertainment and the arts	Provision of entertainment and support of the arts		17	17	0	<input type="text"/>
Financial Management	Duty to ensure responsibility for financial affairs		11	11	0	<input type="text"/>

<i>Area / Function</i>	<i>Duty</i>	<i>Responsibility</i>	<i>No of risks</i>	<i>Number scored</i>	<i>No of uncontrolled Risks</i>	<i>Your action plan rank</i>
GDPR	Duty to comply with the regulations.		23	23	0	<input type="text"/>
Gifts	Power to accept gifts		1	1	0	<input type="text"/>
Investments	Power to participate in schemes of collective investment		4	4	0	<input type="text"/>
Land	Power to acquire by agreement, to appropriate, to dispose of land		14	14	0	<input type="text"/>
Litter	Power to provide receptacles. Power to take enforcement action against those that litter.		7	7	0	<input type="text"/>
Meeting of the Council	Duty to meet		5	5	0	<input type="text"/>
Newsletters	Power to provide information relating to matters affecting local government		7	7	0	<input type="text"/>
Open spaces	Power to acquire land and maintain		13	13	0	<input type="text"/>
Planning & Development Control	Rights of consultation		1	1	0	<input type="text"/>
Play Areas	Power to provide		4	4	0	<input type="text"/>
Provision of Office Accommodation	Power to provide		6	6	0	<input type="text"/>
Provision of Website/Internet Access	Power to provide 'free resource'		2	2	0	<input type="text"/>
Public buildings and Village hall	Power to provide buildings for offices and for public meetings and assemblies		16	16	0	<input type="text"/>
Shelters & Seats	Power to provide		6	6	0	<input type="text"/>
Swimming Pool	Power to provide		16	16	0	<input type="text"/>
Tourism	Power to encourage tourism to the councils area		2	2	0	<input type="text"/>

Assessment year: 2021

<i>Area / Function</i>	<i>Duty</i>	<i>Responsibility</i>	<i>No of risks</i>	<i>Number scored</i>	<i>No of uncontrolled Risks</i>	<i>Your action plan rank</i>
Town and Country Planning	Right to be notified of planning applications		3	3	0	<input type="text"/>
Village Signs	Power to erect (with Highway Authority approval)		4	4	0	<input type="text"/>
War memorials	Power to maintain, repair, protect and alter war memorials		3	3	0	<input type="text"/>
Web Sites	Power for councils to have their own websites		19	19	0	<input type="text"/>

Completed by: Steve Brigden

Overall totals/scores **300** **290** **0**

Date: 4th June 2021

Position: Town Clerk



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Our Ref: MARK/LEW001

Mr S Brigden
Lewes Town Council
Town Hall
High Street
Lewes
East Sussex
BN7 2QS

15 June 2021

Dear Steve

Re: Lewes Town Council
Internal Audit Year Ended 31 March 2021

Executive summary

Following completion of our interim internal audit on 26 November 2020 and final audit on 15 June 2021 we enclose our report for your kind attention and presentation to the council. The audit was conducted in accordance with current practices and guidelines and testing was risk based. Whilst we have not tested all transactions, our samples have where appropriate covered the entire year to date. **Testing requirements are shown in red** and where appropriate **recommendations for future action are shown in bold text and summarised in the tables at the end of the report.**

Our report is presented in the same order as the assertions on the internal auditor report within the published AGAR. The start of each section details the nature of the assertion to be verified, followed by recommended minimum testing requirements. Each section is then concluded with an opinion as to whether the assertion has been met or not.

Our sample testing did not uncover any errors or misstatements that require reporting to the external auditor, nor did we identify any significant weaknesses in the internal controls such that public money would be put at risk.

It is clear the council takes governance, policies and procedures very seriously and I am pleased to report that overall, the systems and procedures you have in place are fit for purpose and whilst my report may contain recommendations to change these are not indicative of any significant failings, but rather are pointers to improving upon an already well-ordered system.

It is therefore our opinion that the systems and internal procedures at Lewes Town Council are well established and followed.

Regulation

The Accounts and Audit Regulations 2015 require smaller authorities, each financial year, to conduct a review of the effectiveness of the system of internal control and prepare an annual governance statement in accordance with proper practices in relation to accounts. In addition to this, a smaller authority is required by Regulation 5(1) of the Accounts and Audit Regulations 2015 to "undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal auditing standards or guidance."

Internal auditing is an independent, objective assurance activity designed to improve an organisation's operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes. The purpose of internal audit is to review and report to the authority on whether its systems of financial and other internal controls over its activities and operating procedures are effective.

Internal audit's function is to test and report to the authority on whether its specific system of internal control is adequate and working satisfactorily. The internal audit reports should therefore be made available to all members to support and inform them when they considering the authority's approval of the annual governance statement.

Independence and competence

Your audit was conducted by Andy Beams of Mulberry & Co. We confirm we are independent from the management of the financial controls and procedures of the council and neither the internal auditor or the firm have any conflicts of interest with the audit client, nor do they provide any management or financial assistance to the client.

Your auditor has over 30 years' experience in the financial sector with the last 11 years specialising in local government.

Engagement Letter

An engagement letter was issued to the council covering the 2020/21 internal audit assignment. Copies of this document are available on request.

Planning and inherent risk assessment

The scope and plan of works including fee structure was issued to the council under separate cover. Copies of this document are available on request. In summary, our work will address each of the internal control objectives as stated on the Annual Internal Audit Report of the AGAR.

- There have been no instances of breaches of regulations in the past
- The client uses an industry approved financial reporting package
- The client regularly carries out reconciliations and documents these
- There is regular reporting to council
- The management team are experienced and informed
- Records are neatly maintained and referenced
- The client is aware of current regulations and practices
- There has been no instance of high staff turnover

It is my opinion that the inherent risk of error or misstatement is low, and the controls of the council can be relied upon and as such substantive testing of individual transactions is not required. Testing to be carried out will be "walk through testing" on sample data to encompass the period of the council year under review.

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A. BOOKS OF ACCOUNT (INTERIM AUDIT)**Internal audit requirement**

Appropriate accounting records have been properly kept throughout the financial year.

Recommended minimum testing:

- Ensure the correct roll forward of the prior year cashbook balances to the new financial year
- Check a sample of financial transactions in cashbooks to bank statements, etc.: the sample size dependent on the size of the authority and nature of accounting records maintained

Interim audit

The council continues to use Sage as a day-to-day accounting package. This is a tried and tested financial reporting package and I make no recommendation to change. The system is used regularly to report on and record the financial transactions of the council.

The information requested for the remote audit was provided in full, and my audit testing showed that these documents were well organised, clear and easy to follow. A review of meeting agendas show sufficient financial information is provided at committee and council meetings to support council decisions. I make no recommendation to change this system.

The council is not VAT registered. VAT reclaims are completed on an annual basis. The current VAT reclaim period is tracked via a spreadsheet and shows all entries up to the 1st October. The council is up to date with its postings.

Overall, I have the impression that the accounting systems are well ordered and routinely maintained and as such I make no recommendation to change.

Section conclusion

I am of the opinion that the control assertion of "Appropriate accounting records have been properly kept throughout the financial year" has been met.

B. FINANCIAL REGULATIONS, GOVERNANCE AND PAYMENTS (INTERIM AND FINAL AUDIT)**Internal audit requirement**

This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for.

Recommended minimum testing:

- Review the procedures in place for acquisition of formal tenders and quotes, ensuring they are in line with the Standing Orders and Financial Regulations which should be based on the latest version.
- Ensure that consistent values are in place for the acquisition of formal tenders between Standing Orders and Financial Regulations (frequently different limits are recorded in the two documents)
- Review the procedures for receipt of invoices, agreement of invoice detail and confirmation of goods /services delivery and approval for payment: ideally, a suitably designed certification stamp should be in place providing for evidencing of these checks and payment authorisation
- Check that there is effective segregation between the writing of cheques or the setting up of online payments, and physical release of payments
- Check that VAT reclaims are prepared and submitted in a timely manner in line with the underlying records and in accordance with current HMRC requirements
- Where debit / credit cards are in use, establish the total monthly and individual transaction limits and ensure appropriate controls over physical security and usage of the cards are in place

Check the publication and minuting of the prior year audited AGAR and notice of conclusion of audit.

Due to the extended deadlines for this year, the external auditors report and notice of conclusion of audit for 2019/20 had not been returned by the external auditor at the time the interim audit paperwork was submitted for review.

There is evidence of the internal auditor's report being received and considered by council, and this activity is recorded in the minutes of the council meeting held on 30 July 2020 [minute ref FC2020/30.1].

Confirm by sample testing that councillors sign statutory office forms.

I confirmed by sample testing that councillors sign "Acceptance of Office" forms and the web site shows the Register of Disclosable Pecuniary Interests for each councillor.

Confirm that the council is compliant with the relevant transparency code.

The council is required by law to follow the Local Government Transparency Code 2015. A review of the council website shows that the council is following the code through the publication of all the required information in a clear and transparent way.

Confirm that the council is compliant with GDPR.

The council is fully aware of GDPR and has undergone training. It was noted the council has established common email addresses for all councillors. This is recommended because it gives a natural segregation between work and personal lives, making it clear beyond doubt in what capacity a councillor is acting. In addition to this it gives control to the council, adds a degree of professionalism and in the event of a FOI request limits access to personal computers.

The council has a Privacy Notice on the home page of its website, and it is clear the council takes its responsibilities seriously and has made every effort to comply with the legislation.

Confirm that the council meets regularly throughout the year.

In addition to full council, the council structure includes committees, working groups/parties and panels. Details of the structure, including responsibilities of each element and a diary of meetings is published on the council website.

Check that agendas for meetings are published giving 3 clear days' notice.

The Clerk was able to demonstrate that at least 3 clear days' notice is given on agendas. Whilst we have not tested every single committee and council meeting there was no evidence of non-compliance in giving three clear days' notice of the meeting. It is noted that the non-confidential supporting documentation referred to is attached to the agendas published on the council website.

Check the draft minutes of the last meeting(s) are on the council's website.

Draft minutes are routinely uploaded to the council website and subsequently replaced by final versions once approved.

Confirm that the Parish Council's Standing Orders have been reviewed within the last 12 months.

The standing orders are based on the NALC model, and have been adapted to suit the circumstances of the Town Council. Arrangements have been put in place to include legislative changes made under The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.

Confirm that the Parish Council has adopted and recently reviewed Financial Regulations.

Financial regulations are based on the NALC model. The regulations contain provisions for the approval of spending, setting of budgets, reconciliation of the bank and reporting to council.

Check that the council's Financial Regulations are being routinely followed.

The council is performing a monthly bank reconciliation for each account. These are reported and recorded in the appropriate minutes in accordance with Financial Regulations.

The council's Financial Regulations state *'the inclusion of an estimate in an approved budget resource account shall be authority for the expenditure of sums not exceeding that estimate (inclusive of virement or supplementary estimates which may be authorised from time to time), without further approval'*. There is no evidence of this regulation being breached in reviewing the expenditure records available at interim audit.

It was noted that the emergency authorisation level for the Clerk is £2,000.

Confirm all section 137 expenditure meets the guidelines and does not exceed the annual per elector limit of £8.32 per elector.
The council has the General Power of Competence (GPC) and the thresholds do not apply.

Confirm that checks of the accounts are made by a councillor.

The system noted above details internal review takes place and I am under no doubt that council properly approves expenditure.

Final Audit

I am of the opinion the council is following its own regulations and that any changes are to be considered minor and not indicative of errors in the system.

Section conclusion

I am of the opinion that the control assertion "This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for" has been met.

C. RISK MANAGEMENT AND INSURANCE (INTERIM AND FINAL AUDIT)

Internal audit requirement

This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.

Recommended minimum testing:

- Ensure that authorities have prepared, and formally adopted, at least once annually, an appropriate and comprehensive register of assessed risks, both regular and ad hoc
- Ensure that appropriate levels of insurance cover are in place for land, buildings, public, employers' and hirers' (where applicable) liability, fidelity / employees (including councillors) liability, business interruption and cyber security
- Ensure that appropriate arrangements are in place for monitoring play areas, open spaces and sports pitches: such reviews should be undertaken by appropriately qualified external inspectors or, if by officers or members, that they have received the appropriate training and accreditation

Interim audit

The council carries out a detailed Corporate Risk Assessment using a computer software package specifically designed for the local council sector. The assessment includes 300 separate risk elements, with a summary report provided to the council showing the results. This activity was most recently carried out in July and reported to council at the meeting held on 30 July 2020 [minute ref FC2020/32.1].

The council has a valid insurance policy in place with Zurich in a long-term agreement expiring on 1 April 2023. The policy includes Public Liability cover of £15 million, Employers Liability cover of £10 million and a Fidelity Guarantee level of £500,000.

Final audit

We discussed assertion 8 of the AGAR and whether or not this had any impact on the council.

"We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements."

Through discussion with the Clerk, it was confirmed there were no significant liabilities at the year end.

Section conclusion

I am of the opinion that the control objective of "This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these" has been met.

D. BUDGET, PRECEPT AND RESERVES (INTERIM AND FINAL AUDIT)**Internal audit requirement**

The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.

Recommended minimum testing:

- Ensure that the full authority, not a committee, has considered, approved and adopted the annual precept in accordance with the required parent authority timetable
- Ensure that budget reports are prepared and submitted to authority / committees periodically during the year with appropriate commentary on any significant variances
- Review the budget performance either during the year or at the financial year-end seeking explanations for any significant or unanticipated variances
- Ensure that the authority has considered the establishment of specific earmarked reserves and, ideally, reviews them annually as part of the budget assessment process
- Ensure that the precept in the accounts matches the submission form to the relevant authority and the public record of precepted amounts

Interim audit

I confirmed that the 2020-21 budget and precept setting process is underway. The Finance Working Party considered a draft proposal at the meeting held on 28 October, which included a review of the current year's financial performance in the light of the Covid pandemic and of annual fees and charges.

The minutes show that careful consideration was given to all aspects of the budget, including the need to maintain appropriate reserve levels while empathising with the desire to minimise increases for residents during the hardships suffered during the pandemic.

The working party concluded that a proposal with a zero increase was the preferred option, and the draft will be reworked with this outcome to present to council.

I have confirmed that in accordance with Financial Regulations, regular reporting of budget against expenditure is carried out and reviewed, and it is clear that councillors are provided with enough detailed information to make informed decisions on council finances.

Final audit

At the year-end, the council held £727,988 in a number of clearly defined earmarked reserves. The general reserve balance is £375,801 the year-end, which is within the general guidance recommendation of 3 to 12 months equivalent of precept, as adjusted for local conditions.

Section conclusion

I am of the opinion that the control objective of "The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate" has been met.

E. INCOME (INTERIM AND FINAL AUDIT)**Internal audit requirement**

Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.

Recommended minimum testing:

- Review “aged debtor” listings to ensure appropriate follow up action is in place
- Allotments: ensure that appropriate signed tenancy agreements exist, that an appropriate register of tenants is maintained identifying, that debtors are monitored.
- Burials: ensure that a formal burial register is maintained that it is up-to-date and that a sample of interments and memorials are appropriately evidenced, that fees have been charged at the correct approved rate and been recovered within a reasonable time: (Authorities should also acquire and retain copies of Burial / Cremation certificates)
- Hall hire: ensure that an effective diary system for bookings is in place identifying the hirer, hire times and ideally cross-referenced to invoices raised
- Leases: ensure that leases are reviewed in a timely manner in accordance with the terms of the lease and rents similarly reviewed appropriately at the due time
- Other variable income streams: ensure that appropriate control procedures and documentation are in existence to provide a clear audit trail through to invoicing and recovery of all such income
- Where amounts are receivable on set dates during the year, ensure that an appropriate control record is maintained duly identifying the date(s) on which income is due and actually received / banked

Interim audit

Apart from the precept, the council’s other income sources include the hire of facilities, allotment income and flat rental. The annual fees and charges were reviewed by the Finance Working Party as part of the budget setting review in October 2020.

The Covid-19 pandemic has impacted on the council’s income, and regular updates on the council’s position have been provided and recorded in the minutes of committee and council meetings.

Final audit

I independently verified the precept amount received during the year and confirmed this to the total entered into box 2 on the AGAR.

The council’s other income has been recorded clearly in the accounts and I was able to confirm the total entered into box 3 of the AGAR matches the information provided. A detailed explanation of the variances since 2020/21 has been included in the variance analysis submitted to the external auditor.

Section conclusion

I am of the opinion that the control objective of “Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for” has been met.

F. PETTY CASH (INTERIM AUDIT)**Internal audit requirement**

Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.

Recommended minimum testing:

- A number of authorities are now running down and closing their petty cash accounts and using debit / credit cards for ad hoc purchases. Consequently, a “not applicable” response is frequently required in this area.
- Review the systems in place for controlling any petty cash and cash floats (used for bar, catering, etc.)
- Check a sample of transactions during the financial year to ensure appropriate supporting documentation is held
- Review the existence of evidenced periodic independent verification of the petty cash and any other cash floats held
- Ensure that VAT is identified wherever incurred and appropriate
- Physically check the petty cash and other cash floats held
- Where bar or catering facilities are in place, ensure that appropriate cashing-up procedures are in place reconciling the physical cash takings to the till “Z” total readings

Interim audit

The council maintains a small petty cash float for incidental expenses. Due to the remote nature of the interim audit, I was unable to physically reconcile the petty cash balance. There have been no previous issues with petty cash and based on the other processes in place within the council I am satisfied that petty cash is properly accounted for.

Section conclusion

I am of the opinion the control objective of “Petty cash payments were properly supported by receipts, all petty cash expenditure was approved, and VAT appropriately accounted for” has been met.

G. PAYROLL (INTERIM AND FINAL AUDIT)

Internal audit requirement

Salaries to employees and allowances to members were paid in accordance with this authority’s approvals, and PAYE and NI requirements were properly applied.

Recommended minimum testing:

- Ensure that, for all staff, a formal employment contract is in place together with a confirmatory letter setting out any changes to the contract
- Ensure that appropriate procedures are in place for the payment of members allowances and deduction of any tax liability
- Ensure that, for a sample of staff salaries, gross pay due is calculated in accordance with the approved spinal point on the NJC scale or hourly rate, if off-scale, and with the contracted hours
- Ensure that appropriate tax codes are being applied to each employee
- Where free or paid for software is used, ensure that it is up to date.
- For the test sample of employees, ensure that tax is calculated appropriately
- Check the correct treatment of pension contributions to either the Local Government pension scheme (non - taxable, deducted from the gross salary or DC schemes like NEST which already allow for tax deductions)
- For NI, ensure that the correct deduction and employer’s contributions are applied: NB. The employers’ allowance is not available to councils but may be used by other authorities
- Ensure that the correct employers’ pension percentage contribution is being applied
- Ensure that for the test sample, the correct net pay is paid to the employee with tax, NI and pension contributions correctly paid to the respective agencies

Interim audit

The council processes payroll internally using Sage. All employees are paid with reference to the NJC salary scale. A review of the payroll information provided for interim audit shows PAYE and Ni calculations appear correct, and HMRC data is submitted in a timely fashion.

Final audit

A review of the detailed expenditure included within box 4 of the AGAR shows the correct calculation for allowable income for salaries, associated HMRC payments and pension contributions only.

Section conclusion

I am of the opinion that salaries are correctly stated on the AGAR and that the control object of “Salaries to employees and allowances to members were paid in accordance with this authority’s approvals, and PAYE and NI requirements were properly applied” has been met.

H. ASSETS AND INVESTMENTS (INTERIM AND FINAL AUDIT)**Internal audit requirement**

Asset and investments registers were complete and accurate and properly maintained.

Recommended minimum testing:*Tangible fixed assets*

- Ensure that the authority is maintaining a formal asset register and updating it routinely to record new assets at historic cost price, net of VAT and removing any disposed of / no longer serviceable assets
- Physically verifying the existence and condition of high value, high risk assets may be appropriate
- Ideally, the register should identify for each asset the purchase cost and, if practicable, the replacement / insured cost, the latter being updated annually and used to assist in forward planning for asset replacement
- Additions and disposals records should allow tracking from the prior year to the current
- Ensure that the asset value to be reported in the AGAR at Section 2, Box 9 equates to the prior year reported value, adjusted for the nominal value of any new acquisitions and /or disposals
- Compare the asset register with the insurance schedule to ensure that all assets as recorded are appropriately insured or “self-insured” by the authority

Fixed asset investments

- Ensure that all long-term investments (i.e., those for more than 12-month terms) are covered by the “Investment Strategy” and reported as Assets in the AGAR at Section 2, Box 9.

Borrowing and lending

- Ensure that the authority has sought and obtained appropriate DMO approval for all loans acquired
- Ensured that the authority has accounted for the loan appropriately (i.e., recorded the full value of the loan. Any arrangement fee should be regarded as an admin expense) in the year of receipt
- Ensure that the combined principal loan repayment and interest for the year is correctly recorded in the AGAR at Section 2 Box 5
- Ensure that the outstanding loan liability as of 31st March each year is correctly recorded in the AGAR at Section 2, Box 10 (value should be verified via the DMO website)
- Where the authority has issued loans to local bodies, they should ideally seek signed indemnities from the recipient body, or their members, agreeing to underwrite the loan debt

Interim audit

The council has a detailed fixed asset register in place in Excel format, which includes all the required information. Assets are correctly stated at historic or proxy cost, with further explanations provided on how the values were arrived at. More detailed information on the field assets is included on the document, giving exact positions of all assets. The register appears consistent with the detail on the insurance schedule.

Final Audit

The asset register was updated at the financial year-end, and the total matches the figure entered into box 9 on the AGAR. I was able to trace additions and deletions during the year to match the difference in total from 2019/20.

I noted that the first repayment on a new PWLB loan of £600,000 has been made during the year, and I was able to confirm the councils in year loan repayments and year-end balances to the PWLB statement.

Section conclusion

I am of the opinion that the control objective of “Asset and investments registers were complete and accurate and properly maintained” has been met.

I. BANK AND CASH (INTERIM AND FINAL AUDIT)

Internal audit requirement

Periodic and year-end bank account reconciliations were properly carried out.

Recommended minimum testing:

- Ensure that bank reconciliations are prepared routinely, are subject to independent scrutiny and sign-off by members
- Verify the accuracy of the year-end bank reconciliation detail and ensure accurate disclosure of the combined cash and bank balances in the AGAR, Section 2, Box 8
- Where the authority has bank balances in excess of £100,000 it has an appropriate investment strategy

Interim audit

Bank reconciliations are regularly reported to council. The reconciliations provided for interim audit were reviewed and no errors were found.

Final audit

At the year end, the council had a reconciled position on its accounts, and I was able to verify the balances against bank statements dated 31 March 2021. Due to the council’s budget, it does not benefit from any protection offered by the Financial Services Compensation Scheme (FSCS).

Section conclusion

I am of the opinion that bank and cash balances are properly shown on the AGAR and that the control objective of “Periodic and year-end bank account reconciliations were properly carried out” has been met.

J. YEAR END ACCOUNTS (FINAL AUDIT)

Internal audit requirement

Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.

Recommended minimum testing:

- Ensure that, where annual turnover exceeds £200,000, appropriate records are maintained throughout the year on an Income and Expenditure basis to facilitate budget reporting in that vein
- Ensure that appropriate accounting arrangements are in place to account for debtors and creditors during the year and at the financial year-end

The council, at its meeting to sign off the year-end accounts, must discuss the Annual Governance Statement and record this activity in the minutes of the meeting. Based on the internal audit finding, I recommend using the table below as the basis for that discussion. **THIS MUST BE A SEPARATE AGENDA ITEM TO THE SIGNING OF THE ANNUAL ACCOUNTS.**

Section 1 – Annual Governance Statement

	Annual Governance Statement	<i>'Yes', means that this authority</i>	Suggested response based on evidence
1	We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>	YES –accounts follow latest Accounts and Audit Regulations and practitioners guide recommendations.
2	We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>	YES – there is regular reporting of financial transactions and accounting summaries, offering the opportunity for scrutiny.
3	We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>	YES – the Clerk is experienced and advises the council in respect of its legal powers.
4	We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>	YES – the requirements and timescales for 2019/20 year-end were followed.
5	We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>	YES – the council has a risk management scheme and appropriate external insurance.
6	We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>	YES – the council has appointed an independent and competent internal auditor has completed two audits during the year.
7	We took appropriate action on all matters raised in reports from internal and external audit.	<i>responded to matters brought to its attention by internal and external audit.</i>	YES – where matters are raised, action taken by council is recorded
8	We considered whether any litigation,	<i>disclosed everything it should have about</i>	YES – no matters were raised

	liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and. Where appropriate, have included them in the accounting statements.	<i>its business activity during the year including events taking place after the year end if relevant.</i>	during the internal audit visits.
9	Trust funds including charitable – In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/asset(s), including financial reporting and, if required, independent examination or audit.	<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>	YES – the council has met its responsibilities.

Section 2 – Accounting Statements

AGAR box number		2019/20	2020/21	Auditor notes
1	Balances brought forward	994,506	1,712,251	Agrees to 2019/20 carry forward (box 7)
2	Precept or rates and levies	1,093,813	1,213,829	Figure confirmed to central records
3	Total other receipts	818,287	57,835	Agrees to underlying records
4	Staff costs	505,769	460,300	Agrees to underlying records
5	Loan interest/capital repayments	10,056	58,374	Verified against PWLB statement
6	All other payments	678,530	1,361,452	Agrees to underlying records
7	Balances carried forward	1,712,251	1,103,789	Casts correctly and agrees to balance sheet
8	Total value of cash and short-term investments	1,724,477	912,206	Agrees to bank reconciliation
9	Total fixed assets plus long term investments and assets	3,326,060	4,221,837	Matches asset register
10	Total borrowings	636,437	594,578	Verified against PWLB statement
11	For Local Councils only - Disclosure note re Trust funds (including charitable)	YES √	NO	Council has met its responsibilities

Final audit

The year-end accounts have been correctly prepared on an income and expenditure basis, with the box 7 and 8 reconciliation completed. The AGAR comparatives have been correctly copied over from the 2019/20 AGAR.

The variance analysis is required because there is a variance greater than 15% for boxes 2, 3, 5, 6 and 9. This has been completed with sufficient information to explain the difference compared to the previous year.

The council signed the Annual Governance Statement and Accounting Statements at its meeting held on 24 June 2021.

Section conclusion

I am of the opinion that the control objective of “Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded” has been met.

K. LIMITED ASSURANCE REVIEW (FINAL AUDIT)

Internal audit requirement

If the authority certified itself as exempt from a limited assurance review in 2019/20, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2019/20 AGAR tick “not covered”)

Recommended minimum testing:

- The correct exemption certificate was prepared and minuted in accordance with the statutory submission deadline
- That it has been published, together with all required information on the Authority’s website and noticeboard

Final audit

The council did not declare itself exempt from a limited assurance review in 2019/20.

Section conclusion

I am of the opinion that the control assertion of “If the authority certified itself as exempt from a limited assurance review in 2019/20, it met the exemption criteria and correctly declared itself exempt” has been met. (If the authority had a limited assurance review of its 2019/20 AGAR tick “not covered”)

L: TRANSPARENCY (INTERIM AND FINAL AUDIT)**Internal audit requirement**

If the authority has an annual turnover not exceeding £25,000, it publishes information on a website / webpage up to date at the time of the internal audit in accordance with the Transparency Code for Smaller Authorities

Recommended minimum testing:

- This test applies only to those councils covered by the £25,000 External Audit exemption
- Internal auditors should review the authority’s website ensuring that all required documentation is published in accordance with the Transparency Code for Smaller Authorities

Interim audit

The council has an annual turnover exceeding £25,000, and this test does not apply.

Final audit

The council has an annual turnover exceeding £25,000, and this test does not apply.

Section conclusion

I am of the opinion that the control assertion of “If the authority has an annual turnover not exceeding £25,000, it publishes information on a website/ webpage up to date at the time of the internal audit in accordance with the Transparency code for smaller authorities.” has been met.

M: EXERCISE OF PUBLIC RIGHTS - INSPECTION OF ACCOUNTS (FINAL AUDIT)**Internal audit requirement**

The authority has demonstrated that during summer 2020 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.

Recommended minimum testing:

- Internal auditors should acquire / examine a copy of the required “Public Notice” ensuring that it clearly identifies the statutory 30 working day period when the authority’s records are available for public inspection.
- Internal auditors may also check whether councils have minuted the relevant dates at the same time as approving the AGAR

Final audit

Due to the Covid 19 outbreak, the statutory deadlines for publication during 2019/20 were changed as follows:

The Accounts and Audit (Coronavirus) (Amendment) Regulations 2020 (SI 2020/404) amended the deadline by which the Annual Governance Statement and Statement of Accounts of the Annual Governance and Accountability Return (AGAR) together with any certificate or opinion issued by the local auditor must be published from 30 September 2020 to 30 November 2020.

This means that draft accounts must be approved by 31 August 2020 at the latest. However, they may be approved earlier, and we encouraged councils to do so wherever possible, to help manage overall pressure on audit firms towards the end of the year.

Previously there was a requirement for all smaller authorities to have a common period for the exercise of public rights, being the first 10 working days of July. Under the new regulations there is no requirement for a common period for the exercise of public rights. Smaller authorities are still required to set a period for this purpose, but the only requirement is that the 30-working day period for the exercise of public rights should start on or before the first working day of September i.e., on or before 1 September 2020.

Authorities must publish the dates of their public inspection period and given the removal of the common inspection period and extension of the overall deadlines for this year, it is recommended that all authorities provide public notice on their websites when the public inspection period would usually commence, explaining why they are departing from normal practice for 2019/20 accounts.

The regulations implementing these measures were laid on 7 April and came into force on 30 April 2020.

I confirmed that arrangements are in place at this council to ensure proper exercise of public rights. Relevant dates are set out in the table below.

Inspection - Key date	2019/20 Actual	2020/21 Proposed
Date Inspection Notice Issued	31 July 2020	28 June 2021
Inspection period begins	10 August 2020	1 July 2021
Inspection period ends	21 September 2020	13 August 2021
Correct length	Yes	Yes
Common period included?	n/a	Yes

I am satisfied the requirements of this control objective were met for 2019-20, and assertion 4 on the annual governance statement can therefore be signed off by the council.

Section conclusion

I am of the opinion the control objective of "The authority, during the previous year (2019-20) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set)" has been met.

N: PUBLICATION REQUIREMENTS (INTERIM AND FINAL AUDIT)**Internal audit requirement**

The authority has complied with the publication requirements for 2019/20. Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website / webpage.

Recommended minimum testing:

- Internal auditors should acquire / examine a copy of the required "Public Notice" ensuring that it clearly identifies the statutory 30 working day period when the authority's records are available for public inspection.
- Internal auditors may also check whether councils have minuted the relevant dates at the same time as approving the AGAR

Before 1 July 2021 authorities must publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited
- Section 1 - Annual Governance Statement 2020/21, approved and signed, page 4
- Section 2 - Accounting Statements 2020/21, approved and signed, page 5

Not later than 30 September 2021 authorities must publish:

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

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

Interim audit

This testing requirement was not in place at the time of the interim audit.

Final audit

The Clerk was able to demonstrate that the council has met the publication requirements.

Section conclusion

I am of the opinion that the control assertion of “the authority has complied with the publication requirements for 2019/20 AGAR. Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website / webpage” has been met.

O. TRUSTEESHIP (INTERIM AUDIT)

Internal audit requirement

Trust funds (including charitable) – The council met its responsibilities as a trustee.

Recommended minimum testing:

- Confirm that all charities of which the council is a Trustee are up to date with Charity Commission filing requirements
- that the council is the sole trustee on the Charity Commission register
- that the council is acting in accordance with the Trust deed
- that the charity meetings and accounts are recorded separately from those of the council
- review the level and activity of the charity and where a risk-based approach suggests such, review the Independent Examiner’s report

Interim audit

The council is the trustee of the Town Brook Charity (charity number 1008223), and a review of the Charity Commission website shows that all reporting is up to date.

Section conclusion

I am of the opinion that the control assertion of “Trust funds (including charitable) – The council met its responsibilities as a trustee” has been met.

Should you have any queries please do not hesitate to contact me.

Yours sincerely



Andy Beams

For Mulberry & Co

Agenda Item No: 11 **Report No:** FC004/2021
Report Title: Annual Governance & Accountability Return 2020/21
Report To: Full Council **Date:** 24th June 2021
Report By: S Brigden, Town Clerk

Purpose of Report: To present the requisite accounting information and draft Annual Return for approval, as required by the Local Audit and Accountability Act 2014 and The Accounts and Audit Regulations 2015 (SI2015/234).

Recommendation(s):

- 1 That Lewes Town Council approves the Annual Governance Statement, and Accounting Statements (*shown at sections 1 & 2 of the statutory annual return*) for the year ended 31st March 2021
- 2 That Lewes Town Council approves the statutory annual return for the year 1st April 2020 to 31st March 2021, for submission to Messrs PKF-Littlejohn LLP, the External auditors appointed by the national sector-led body, with supporting documents as required.

Information:

1 The prevailing statutory audit regime affecting the Council was introduced by the Accounts & Audit (England) Regulations 2015. There have been some later revisions to the Audit Code of Practice made under these regulations, and these have been accommodated as they arose.

2 The regulations prescribe (among other detail) the form of the Statutory Annual Return, supporting information, and the order in which Council must acknowledge its responsibilities. Lewes Town Council has, for many years, recognized the benefits of operating its accounting system at a level of sophistication higher than the minimum requirements, and is comparable to the commercial Small/Medium Enterprise (SME) classification that the latest Regulations emulate. This approach has been commended by auditors as good practice, and will be continued.

3 Under powers set out in Regulation 3 of the Local Audit (Smaller Authorities) Regulations 2015, Smaller Authorities Audit Appointments Ltd (SAAA) was appointed by the Secretary of State for Communities and Local Government as the Sector Led Body (SLB) for smaller authorities. Smaller authorities are those whose gross annual income or expenditure is less than £6.5 million. SAAA have contracted PKF Littlejohn to provide the service for this region for five years: 2017/18 to 2022/23

4 The statutory deadline for the Council's formal "approval" of the Annual Governance & Accountability Return (AGAR) before forwarding to the external auditors is 30th June. A booklet of accounts accompanies this Agenda. These documents are posted on our website. The auditors also specify a range of sample and verification documents which will accompany the Return and accounts.

5 The relevant pages of the Annual Return are appended to this report. It is required that Council resolves its approval of the Annual Governance Statement (section 1) *prior* to approval of the Accounting Statements (section 2). The Internal Auditor confirms that each of these points may be affirmed with confidence, in the end-year final report accompanying this agenda.

6 The Accounting Statements are certified by me in my capacity as Responsible Finance Officer.

7 The certificate by the Council's independent Internal Auditor has been signed. He indicates that he has no concerns, and his final report has been presented to this meeting. The Internal Auditor's work; regular reports of the Audit Panel, and occasional reports from other sources, are the instruments by which the Council assures itself that all responsibilities are satisfied.

IMPORTANT NOTE: It is necessary to avoid potential conflict of interest that might affect the auditor's independence, *eg* Messrs. PKF Littlejohn LLP (our appointed external Auditor) *may* provide personal accountancy or tax advice to a Councillor. Littlejohn's attempt to identify such situations, but it is important that Members advise the Town Clerk immediately if they become aware of potential conflicts.

S Brigden 15th June 2021

Report FC004-2021 Annual Return & Accounts 2020-21 Year.docx

Annual Internal Audit Report 2020/21

LEWES TOWN COUNCIL

ENTER PUBLIC ADDRESS www.lewes-tc.gov.uk

During the financial year ended 31 March 2021, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2020/21 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2019/20, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2019/20 AGAR tick "not covered")			✓
L. If the authority has an annual turnover not exceeding £25,000, it publishes information on a website/webpage up to date at the time of the internal audit in accordance with the Transparency code for smaller authorities.			✓
M. The authority, during the previous year (2019-20) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2019/20 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
	✓		

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

Date(s) internal audit undertaken

Name of person who carried out the internal audit

26/11/2020 15/06/2021

ANDY BEAMS

Signature of person who carried out the internal audit

A Beams

Date 15/06/2021

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

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

Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

LEWES TOWN COUNCIL
ENTER FULL NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2021, that:

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

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

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

24th June 2021 DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

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

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2020/21 for

LEWES TOWN COUNCIL L E W E S T O W N C O U N C I L A U T H O R I T Y

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
1. Balances brought forward			<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies			<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts			<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs			<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments			<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments			<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward			<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments			<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets			<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings			<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	<i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2021 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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

SIGNATURE



Date 11th June 2021

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

24th June 2021 DD/MM/YY

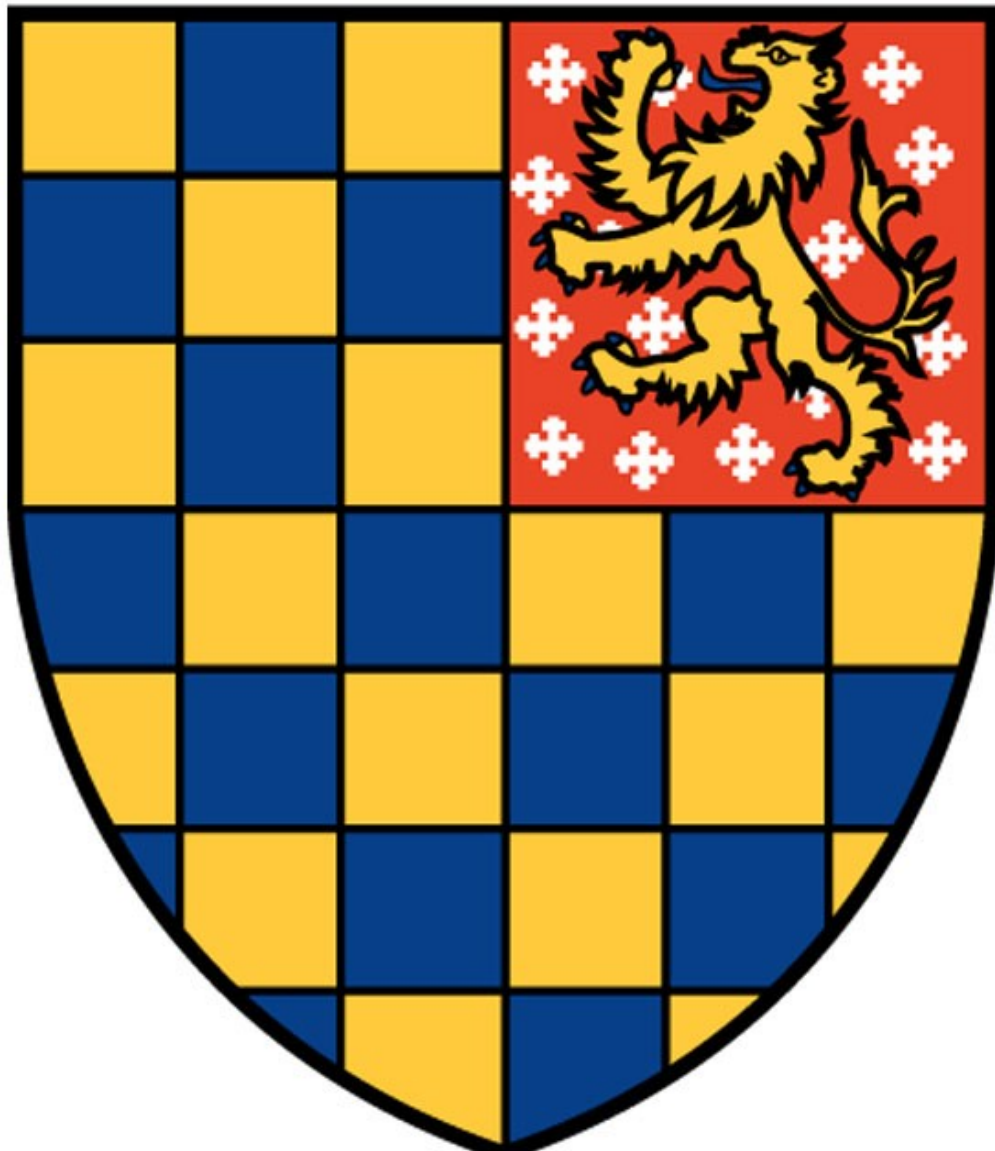
as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

LEWES TOWN COUNCIL



FINANCIAL ACCOUNTS
for the year
1st April 2020 to 31st March 2021
SUBJECT TO AUDIT

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

Council Information

For the Year ended 31 March 2021

Councillors

Cllr Dr Janet BAAH

Cllr Matthew BIRD

Cllr Richard BURROWS

Cllr Guy EARL

Cllr Robert HANDY

Cllr Oliver HENMAN

Cllr James HERBERT

Cllr John LAMB

Cllr Imogen MAKEPEACE

Cllr Dr Wendy MAPLES

Cllr Dr Graham MAYHEW

Cllr Merlin MILNER

Cllr Ruth O'KEEFFE

Cllr Shirley-Anne SAINS

Cllr Jonathan VERNON

Cllr Richard WARING

Cllr Stephen WISCHHUSEN (known as CATLIN)

Cllr Catherine WOOD

Town Clerk and Responsible Finance Officer

Steve Brigden

Auditors (external)

Littlejohn LLP
Ref: SBA
2nd Floor 1 Westferry Circus
Canary Wharf
LONDON E14 4HD

Auditors (internal)

Mulberry & Co
Chartered Certified Accountants,
Registered Auditors & Chartered
Tax Advisers
9 Pound Lane
GODALMING
Surrey GU7 1BX

LEWES TOWN COUNCIL

Explanatory Foreword

For the Year ended 31 March 2021

The Council's statements of accounts for the year ended 31st March are set out on the following pages. They consist of the following statements:

The Income and Expenditure Account

The Council's revenue account, covering income and expenditure on all services.

The Balance Sheet

This sets out the financial position of the Council at 31st March, *ie* its assets and liabilities at that date.

Statement of Movement in Reserves

This summarises the movements between incoming precept and earmarked and general Reserves, and their use to fund projects and works, showing the effect on the Council's total reserves during the year.

Notes to the Accounts

These provide further information on amounts included in the financial statements.

This foreword provides a brief explanation of the financial aspects of the Council's activities and draws attention to the main characteristics of the financial position.

Further Information

Further information about the accounts, and the financial administration of the Council, is available from the Town Hall, High Street, Lewes BN7 2QS. This is part of the Council's policy of providing full information about its affairs. Interested members of the public have a statutory right to inspect the accounts before the audit is completed. The availability of the accounts for inspection is advertised on the notice board outside the Council Offices, and on the Council's website (www.lewes-tc.gov.uk). Other aspects of the Council's financial operations are published during the year on the website and may be obtained on request.

LEWES TOWN COUNCIL

Responsibilities for the Statement of Accounts

Year ended 31 March 2021

The Council's Responsibilities

The Council is required:

- to make arrangements for the proper administration of its financial affairs
- to secure that one of its officers has the responsibility for the administration of those affairs. At this Council, that officer is the Town Clerk
- to manage its affairs to secure economic, efficient and effective use of resources and safeguard its assets.

The "Responsible Finance Officer" Responsibilities

The R.F.O. is responsible for the preparation of the Council's statement of accounts in accordance with the 'Code of Practice on Local Authority Accounting in Great Britain' (the code), so far as it is applicable to this Council, to present fairly the financial position of the Council at 31st March and its income and expenditure for the year then ended.

In preparing the statements of accounts, the R.F.O. has:

- selected suitable accounting policies and then applied them consistently
- made judgements and estimates that were reasonable and prudent, and
- complied with the code.

The R.F.O. has also:

- kept proper accounting records which were up to date, and
- taken reasonable steps for the prevention and detection of fraud and other irregularities.

Responsible Finance Officer's Certificate

I hereby certify that the statements of accounts for the year ended 31st March 2021 required by the Accounts and Audit Regulations 2015 (SI2015/234) are set out in the following pages.

I further certify that the statements of accounts present fairly the financial position of Lewes Town Council at 31st March 2021, and its income & expenditure for the year ended 31st March 2021.



Signed:.....

Date:..... 11th June 2021

Steve Brigden
Town Clerk and Responsible Finance Officer

LEWES TOWN COUNCIL

Statement of Internal Control

Year ended 31 March 2021

Scope and Responsibility

Lewes Town Council (“the Council”) is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted-for, and used economically, efficiently and effectively.

In discharging this overall responsibility, the Council is also responsible for ensuring that there is a sound system of internal control which facilitates the effective exercise of the Council’s functions and which includes arrangements for the management of risk.

Purpose of the System of Internal Control

The system of internal control is designed to manage risk to a reasonable level rather than to eliminate all risks of failure to achieve policies, aims and objectives; it can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an ongoing process designed to identify and prioritise the risks to the achievement of the Council’s policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them effectively and economically.

The Internal Control Environment

The Council’s systems:

- Establish and monitor the achievements of the Council’s objectives
- Facilitate policy and decision making
- Ensure compliance with established policies, procedures, laws and regulations
- Identify, assess and manage the risks to the Council, including how risk management is embedded in the activity of the Council, how leadership is given to the risk management process, and how staff are trained or equipped to manage risk in a way appropriate to their role
- Control the financial management of the Council and the reporting of financial information

LEWES TOWN COUNCIL

Review of Effectiveness

The Council has responsibility for conducting, at least annually, a review of the effectiveness of the system of internal control, and of its arrangements for internal audit.

The review of the effectiveness of the system of internal control is informed by the work of the internal auditor and the executive officers within the Council who have responsibility for the development and maintenance of the internal control environment, and also any comments made by the external auditor or other review agencies and inspectorates.

Our review of the effectiveness of the system of internal control is completed by:

- The work of officers within the Council
- Routine oversight by our Audit & Governance Panel
- The work of the internal auditor
- The external auditors in their annual audit report


We have been advised on the result of the review of the effectiveness of the system of internal control by our officers, and plan to address any weaknesses and strive for continuous improvement of the systems in place.

We have reviewed the effectiveness of our Internal Audit operations and have taken account of guidance issued in this regard by the Joint Panel on Accounting Guidance (JPAG). JPAG is responsible for issuing guidance on proper practices in relation to the accounts of “smaller authorities” as defined in the Accounts and Audit Regulations. Membership consists of sector representatives from the Society of Local Council Clerks, the National Association of Local Councils and the Association of Drainage Authorities, together with stakeholder partners representing the Department of Communities and Local Government, the Department of Environment, Food and Rural Affairs, the Chartered Institute of Public Finance and Accountancy, the National Audit Office, and a representative of the external audit firms appointed to smaller authorities.

We are satisfied on all counts that our arrangements are effective and meet expected standards.

Signed
Cllr Stephen Wischhusen (known as ‘Catlin’)
Mayor of Lewes 2021-22

Date

Signed 

Steve Brigden
Town Clerk & Responsible Financial Officer

Date11th June 2021.....

Lewes Town Council
Income and Expenditure Account
for the Year ended 31st March 2021

2020 Nett Expenditure	Cost Centres	Notes	2021 Gross Expenditure	2021 Gross Income	2021 Nett Expenditure
135,875	Corporate Admin		122,339	86	122,253
102,970	Civic Admin		13,689	2,000	11,689
54,986	Mayoralty		44,482	0	44,482
156,928	Town Hall		218,001	15,928	202,073
94,082	All Saints		140,574	5,737	134,837
-526,407	Malling Community Centre	18	973,025	1,752	971,274
48,523	Pells		38,694	90	38,604
162,173	Open Spaces		107,168	1,001	106,166
25,054	Allotments		28,338	2,139	26,199
18,040	Election Expenses			0	0
45,000	Section 137 Expenditure	5	0	0	0
43,076	Other Grants and Sponsorship	16	127,152	27,833	99,319
<hr/>			<hr/>	<hr/>	<hr/>
360,299	COST OF SERVICES		1,813,462	56,565	1,756,897
(1,093,815)	Precept Received			1,213,829	(1,213,829)
(3,054)	Interest and Investment Income	2		1,270	(1,270)
10,056	Loan Repayment		58,374		58,374
8,768	VAT Unclaimable	14	8,290		8,290
<hr/>			<hr/>	<hr/>	<hr/>
-717,745			1,880,126	1,271,664	608,462
(994,506)	Balance Brought Forward				(1,712,251)
<hr/>					<hr/>
(1,712,251)	Balance Carried Forward				(1,103,789)
<hr/>					<hr/>
858,653	Earmarked Reserve Balance B/F			1,489,788	
881,170	Transferred from General Fund			262,200	
250,035	Transferred to General Fund			1,024,000	
1,489,788	Earmarked Reserve Balance C/F	19			727,988
135,853	General Fund Balance Brought Forward			222,463	
86,610	Surplus/(Deficit) for the Year			153,338	
222,463	General Fund Balance C/F				375,801
<hr/>					<hr/>
1,712,251	Balance Carried Forward				1,103,789
<hr/>					<hr/>

NOTE: Totals may be affected by "rounding" convention

Lewes Town Council
Balance Sheet
as at 31st March 2021

Year Ended 31 March 2020		Notes	Year Ended 31 March 2021
£	CURRENT ASSETS		£
2,616	Stock	8	2,090
7,872	Debtors	9	879
5,138	Payment in Advance		
48,624	VAT Recoverable	14/18	213,308
1,724,477	Cash in Hand		912,206
1,788,727	TOTAL ASSETS		1,128,483
	CURRENT LIABILITIES		
38,475	Creditors	10	22,751
	Receipts in Advance		1,424
38,000	Accruals		519
0	VAT Payable		
76,475	TOTAL LIABILITIES		24,694
1,712,252	NET ASSETS		1,103,789
	Represented by:	19	
222,463	General Fund		375,801
1,489,788	Earmarked funds		727,988
1,712,251			1,103,789

.....
Cllr S Wischhusen (Catlin)
Mayor 2021/22

Date:.....



.....
Steve Brigden
Responsible Finance Officer

Date: ...11th June 2021.....

Lewes Town Council**Notes to the Accounts****Year Ended 31 March 2021****1. Principal Accounting Policies****Accounting Convention**

The accounts have been prepared in accordance with The Code of Practice on Local Authority Accounting in Great Britain (the Code), which is recognised by statute as representing proper accounting practices.

Debtors and Creditors

The revenue accounts of the Council are maintained in accordance with the Code. Sums due to or from the Council during the year are included whether or not the cash has actually been received or paid in the year. Exceptions to this are payment of insurance premiums and regular quarterly accounts (e.g. telephones, electricity). This policy is applied consistently each year, and therefore, it will not have a material effect on the year's accounts or on the Council's annual budget.

Leases

The Council has no commitments under finance leases. Rentals payable under operating leases are charged to revenue on an accruals basis.

Earmarked Reserves

Earmarked Reserves are a means of building up funds to meet known or predicted liabilities in the coming years.

2. Interest and Investment Income	2020	2021
	£	£
Interest Income – General Funds	3,054	1,270

3. Agency Work

During the year the Council did not undertake any agency work on behalf of other authorities or commission any agency work to be performed by other authorities.

4. Publicity

Section 5 of the Local Government Act 1986 requires the Council to disclose expenditure on publicity. Details are shown under the following broad categories:

	2020	2021
	£	£
Recruitment Advertising	0	1,652
Marketing Advertising	300	156
Other Publicity	1,126	0
TOTAL	1,426	1,808

Lewes Town Council

Notes to the Accounts

Year Ended 31 March 2021

5. S.137/General Power of Competence

Section 137 of the Local Government Act 1972 (as amended) enables the Council to spend a fixed amount per head on the electoral roll for the benefit of people in its area on activities or projects *not specifically authorised by other powers*; known as a “power of last resort” but this is not required so long as the Council remains eligible to use the General Power of Competence (*see below*), which is a “first resort” power with no financial cap, exercisable at the discretion of the Council.

General Power of Competence

Minute extract: Council meeting of 16th May 2019

Ref **FC2019/14.1** “Lewes Town Council declares that it meets the conditions, prescribed in Article 2 paragraph 2 of The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 (SI2012/965), and hereby resolves to adopt the General Power of Competence as provided in the Localism Act 2011 ss1-8. This declaration has effect until the Council’s Annual Meeting 2023.”

All grants are listed on our website www.lewes-tc.gov

6. Employees and Members

The average weekly number of ‘full-time equivalent’ employees during the year was 11.57. The establishment at year-end is 17 (10 full-time; 7 part-time).

The government’s Code of Recommended Practice for Local Authorities on Data Transparency promotes the following statement of senior employees’ remuneration:

	2020	2021
	£	£
Chief Executive Officer/Head of Paid Service (Town Clerk)		
Gross salary received	66,263	67,109
Employer’s contribution to LGPS	11,602	12,469
This represents a multiple of 2.53 compared with the <i>median</i> of all salaries		
Members’ Allowances paid in the year	4,965	4,320

7. Auditors remuneration

Fees due to Littlejohn LLP, external auditors, were £2,000 (2020: £2,000).
Fees paid to Mulberry & Co, internal auditors, were £486 (2020: £447)

8. Stock

	2020	2021
	£	£
Resale & civic items; protective clothing; materials	0	0
Town Hall consumable stores	690	857
All Saints consumable stores	1779	1,100
Stationery	*146	*133
TOTAL	2,615	2,090

* includes stock pre-printed items, at valuation

Lewes Town Council**Notes to the Accounts****Year Ended 31 March 2021****9. Debtors**

	2020	2021
	£	£
Trade debtors (No debts were more than 3 months old)	7,872	879
VAT (see Note 14)	48,624	213,308
TOTAL	56,496	214,817

10. Creditors and Accrued Expenses

	2020	2021
	£	£
Creditors	38,475	22,751
Receipts in Advance	0	1,424
Accruals	38,000	519
TOTAL	76,475	24,694

11. Operating Lease Commitments

The Council had the following annual commitments under operating leases at 31 March.

	2020	2021
	£	£
Photocopier and doormats	2,694	2,772

12. Loans (amounts outstanding)

	2020	2021
	£	£
Public Works Loan Board (1999 – 2023)	36,437	27,926
Loan taken out on 18 th January 1999 for works to the Town Hall, in the sum of £150,000 at fixed interest rate of 4.5%pa, with instalments payable half-yearly over 25 years.		

	2020	2021
	£	£
Public Works Loan Board (2020 – 2035)	600,000	566,652
Loan taken out on 20 th February 2020 for works to Malling Community Centre, in the sum of £600,000 at fixed interest rate of 2.53%pa, with instalments payable half-yearly over 15 years.		

13. Pensions

For the year ended 31 March 2020 the Council's contributions were 18.2% of employees' pensionable pay plus a secondary rate of 3.9%. Scheme administrators have notified employer contribution rates for the following year as: 2021/22: 'Primary rate' 18.2%, plus a 'Secondary rate' of 3.4%.

Lewes Town Council

Notes to the Accounts

Year Ended 31 March 2021

14. Value Added Tax (VAT)

Subject to certain conditions, local councils may treat as “non-business” for purposes of VAT some activities that would normally be “business”, even when charges are made (*Value Added Tax Act 1994 s33*). It is possible to agree a “partial-exemption” formula, whereby a proportion of an activity can be defined as “non-business” eg a building containing both public halls and the council’s own offices offer a percentage of its floor area as space available for exempt uses, and the rest is defined as its business base. Expenditure and VAT paid on operation of the building can then be apportioned. VAT paid (input tax) in relation to “exempt” activities can be reclaimed provided that the total amount does not exceed £7,500 for the year (average £625 per month) AND represents less than 5% of the total VAT paid on *all* goods/services in the year. These values are unchanged since 1992.

15. Contingent Liabilities

The Council is not aware of any contingent liabilities at the date of these accounts. It has accounted-for accrued commitments.

16. Other grants and sponsorship

Incoming grants include items such as Council Tax Reduction Support Grant (CTRSG). The Government decided that Parish tax bases would be lowered to reflect new local council tax support scheme discounts. Funding provided included a specified amount attributable to parish areas and the Government made clear the expectation that it would be used to mitigate the inflationary effect of the tax base reduction on their notional Band ‘D’ equivalent charge. Lewes District Council passed-on this grant on a reducing basis until the year ended March 2020:

2013/14: £89,271 2014/15: £73,534 2015/16: £62,504 2016/17: £53,128 2017/18 £45,159
2018/19: £37,190: 2019/20 £32,624 The support funding is now ended and there will be no further payments of this grant.

The programmed reduction in the amount of CTRSG increased the calculated Band ‘D’ equivalent value, regardless of any change in Lewes Town Council’s budget requirement. This line entry also includes receipts such as Community Infrastructure Levy, which is received from the Planning Authority (South Downs National Park Authority). This was £27,833 in 2020/21

17. Community Infrastructure Levy (CIL)

The Community Infrastructure Levy (CIL) is a charge on development which was adopted by the South Downs National Park Authority (SDNPA). The funds are spent on infrastructure needed in the National Park, and some of this money is also directly paid to parishes in which the development occurred. If Parishes do not spend the money within 5 years of receipt or spend it other than in accordance with prevailing regulations, the money must be refunded. Lewes Town Council has a Neighbourhood Plan, which was adopted as policy (“made”) in 2019 and since then has received the uncapped 25% parish share of relevant CIL each year, as:

Received	YE 2018	YE 2019	YE 2020
Amount £	4,388	12,324	27,833
Must be used by	2023	2024	2025
Amount used to date	0	0	0

Lewes Neighbourhood Plan contains a section (*s11 p146*) outlining the community’s wishes for application of CIL funds, and the Council has decided to ask the public to help prioritize the projects listed there.

18. Malling Community Centre

Lewes Town Council is regenerating the Malling (Bridgeview) Community Centre, involving major alteration and refurbishment works. The newly renovated building will offer a vibrant community space, with links to outdoor facilities, spaces for public hire, sports changing rooms, and social area/café. The design includes a ground-source heat pump to provide sustainable heating. Works commenced on-site in March 2020 and finished in March 2021. The project is being funded from accrued balances in Earmarked Reserves and a loan from the Public Works Loan Board. This loan (£600,000) was originally included on our Income & Expenditure account as gross income, which is the reason for the apparent high value. The sum was held in an Earmarked Reserve and now appears as expenditure in 2020/21. The building is expected to re-open in June 2021.

Lewes Town Council
Notes to the Accounts
31 March 2021

19. Movement in Reserves

	Opening Balance	Transfer from General Fund (precepted)	Transfer to General Fund	Total
	£	£	£	£
Earmarked Reserves				
R1 Town Hall	112,000	60,000	0	172,000
R2 All Saints Centre	30,820	10,000	0	40,820
R3 Open Spaces	8,000	45,000	0	53,000
R4 Lewes Priory	560	500	0	1,060
R5 Pells Lake	31,929	20,000	0	51,929
R6 The Pells	133,239	10,000	0	143,239
R7 Commemorations Fund	4,092	2,000	0	6,092
R8 Environment Enhancement Fund	18,727	1,000	0	19,727
R9 Town Clocks	2,100	1,800	0	3,900
R10 Malling Community Centre	977,290	0	906,000	71,290
R11 HSTA Christmas Lighting <i>3yrs ending 2021/22</i>	0	10,000	10,000	0
R12 Neighbourhood road-salt bin grants fund	2,583	0	0	2,583
R13 Election costs reserve	5,000	5,000	0	10,000
R14 <i>Placeholder for future projects</i>	0	0	0	0
R14A Devolution process (Provision)	66,600	5,000	0	71,600
R15 ICT Replacement	0	3,000	0	3,000
R16 Renewable Energy	40,000	10,000	30,000	20,000
Projects committed or in progress				
P1 Our Pictures Project	1,000	0	0	1,000
P2 Historic plaques programme (with FoL)	328	400	0	728
P3 <i>Placeholder for future projects</i>	0	0	0	0
P4 New Website	820	0	0	820
P5 Neighbourhood Plan	2,200	0	0	2,200
P6 Lightbox' project support <i>(5yrs to 2024/25)</i>	0	3,000	3,000	0
P7 Bus service Support	0	25,000	25,000	0
P8 Allotments improvements	0	500	0	500
P9 Pedestrian crossings (contribution to ESCC)	52,500	0	0	52,500
P10 General Fund Reinstatement	0	50,000	50,000	0
	<u>1,489,788</u>	<u>262,200</u>	<u>1,024,000</u>	<u>727,988</u>

Movements this year relate to:

Budgeted contributions from income to reserve funds, and use of those reserves for their defined purpose.

General Fund*

	Opening Balance	Surplus /Deficit	Closing Balance
	£	£	£
Brought Forward	222,463	153,338	375,801

* The "General Fund" is the amount not committed to projects or earmarked reserves, which permits day-to-day liquidity and prudent allowance for unforeseeable demands.

It is maintained at a target level roughly equal to 50% of gross annual expenditure, although may fluctuate.

** Accounts marked have no further purpose, and balances have been re-appropriated to the General Fund.

Lewes Town Council
Accounts
31 March 2021

20. Information on Assets Held

	31/03/2020	Movement in the Year Acquisitions	31/03/2021	Principle of Valuation
	£	£	£	
Operational Land and Buildings				
Lewes Town Hall	1,925,926	0	1,925,926	1
All Saints Centre	362,727	0	362,727	1
Pells Swimming Pool	131,250	0	131,250	1
Non-Operational Land and Buildings				
Malling Community Centre	85,000	979,563	1,064,363	5
Equipment				
Computer Equipment	10,948	3,114	14,062	1A
Franking Machine	472	0	472	1
E-bike (Town Ranger)		3,300	3,300	1A
Infrastructure Assets				
Bus Shelters	42,193	0	42,193	1
Town Seats and Benches	21,707	0	21,707	1
Waste Bins	3,027	0	3,027	1
Town Signs	5,877	0	5,877	1
Community Assets				
Lewes Priory site	24,000	0	24,000	2
The Pells Land	15,000	0	15,000	2
Allotments	26,500	0	26,500	2
The Town Plate	237,790	0	237,790	2
Works of Art	252,500	0	252,500	2
St. Michael's Town Clock	21,000	0	21,000	2
Civic Robes	35,670	0	35,670	2
Antique House Clock	2,370	0	2,370	2
Antique Books	2,100	0	2,100	2
War Memorial	1	0	1	3
Land at Landport Bottom (50% share with Lewes District Council)	1	0	1	3
Love Lane Tree Belt	1	0	1	3
Tom Paine Statue, Library terrace [private gift to town]	30,000	0	30,000	4
	3,236,060	985,977	4,221,837	

Principles of valuation:

1 Valued at open market value less depreciation prior to 31/3/05 (depreciation not charged subsequently, due to change in local councils' statutory accounting regime).

1A Subsequent acquisitions etc valued at purchase cost.

2 Valued at open market value at 1/4/2004

3 Nominal value/community asset

4 Valuation for insurance purposes

5 originally valued on principle **1** - adjusted for refurbishment expenditure 2020/21

Assets are insured at replacement cost values, except the Priory and War Memorial, which are insured on a first-loss basis.



Our Project to Make Lewes a Low Traffic Town

Brief update for Lewes Town Council, 24th June 2021

Since being awarded a LTC Grant in December 2020 Cycle Lewes and Lewes Living Streets have been engaged in developing our approach to the **'Through Traffic Survey' and a 'Visitors/Shoppers Survey'** (e.g. questionnaire design) This has involved discussions with organisations such as Sustrans, East Sussex County Council (Traffic Survey), Urban Movement and others who have undertaken similar work.

We have identified 2 organisations to undertake the work on our behalf and hope to appoint them within the two weeks, 2021.

We expect the **Shoppers Survey to take place sometime in July**. However, due to road works at Earwig Corner we are currently assessing whether to go ahead with the **Traffic Survey** in late June. (through discussions with the Traffic Manager at East Sussex County Council)

In relation to the wider project we have raised additional funding from a charitable trust and Lewes District Council and have launched a Crowdfunding Appeal which has raised approx. £1500 in 6 weeks. We were disappointed not to receive funding from Charitable Trust with a focus on Low Carbon approaches to transportation despite receiving positive support and feedback; we are continuing to identify and apply for further grant funding. A SDNPA Officer has provided helpful advice on identifying funding opportunities.

We have begun to promote our work widely within the town and have received positive feedback. This has included:

- Feature Article in Lewes News (May 2021)
- Crowdfunding appeal (May 2021)
- Designed and launched an 'Online Shoppers Survey for Residents (approx. 200 responses)

We are in the process of planning stalls and pop-up events in central Lewes and the outlying neighbourhoods over the summer months.

Submitted by Cycle Lewes and Living Streets
Kevin Moore, Chair Lewes Living Streets /Sheila O'Sullivan, Chair Cycle Lewes