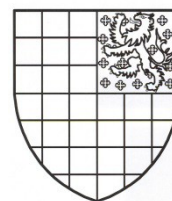


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**LEWES
TOWN
COUNCIL**

To All Members of Lewes Town Council

A Meeting of **Lewes Town Council** will be held online* on **Thursday 30th July 2020**, at **7:30pm** which you are summoned to attend.

***VIRTUAL ATTENDANCE:** This meeting can be joined using computer video and audio using any suitably equipped digital device (eg laptop; tablet or smartphone) or, by audio only, using a telephone.

To join this meeting either follow this link: <https://zoom.us/j/91472188416>

Or telephone 0131 460 1196 or +44 (0)330 088 5830. Use **Meeting ID: 914 7218 8416**

***Please also see the note below regarding password-controlled access to this online meeting**

S Brigden, Town Clerk 23rd July 2020

AGENDA

1. WELCOME, INTRODUCTION and MEETING PROTOCOL

2. QUESTION TIME

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

3. MEMBERS' DECLARATIONS OF INTERESTS

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

4. APOLOGIES FOR ABSENCE

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

5. MAYOR'S ANNOUNCEMENTS

To receive any announcements from the Mayor.

6. MINUTES

To agree Minutes of the Council meeting held on 18th June 2020.

(attached page 4)

7. WORKING PARTIES & OUTSIDE BODIES

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

a) Buildings Working Party 23rd June 2020

(Minutes attached page 10)

b) Personnel Panel workshops 24th June and 6th July 2020

(Oral Report Cllr Wood)

c) Landport Bottom Management Committee 7th July 2020

(Minutes attached page 13)

d) Open Council Working Party 14th July 2020

(Minutes attached page 16)

e) Equality; Diversity & Inclusion Working Party 21st July 2020

(Minutes attached page 18)

f) "Reinventing Lewes Streets & Shops" symposium 15th July 2020

(Notes attached page 20)

8. INTERNAL AUDITOR'S REPORT

To receive the Internal Auditor's final report *iro* year ended 31st March 2020

(attached page 24)

9. ANNUAL RETURN & ACCOUNTS Year ended 31st March 2020

To consider annual accounts and associated information

(Report FC004/2020 attached page 37)

10. CORPORATE RISK ASSESSMENT 2020/21

To note the corporate risk assessment

(Report FC005/2020 attached page 55)

11. COUNCILLORS INDIVIDUAL DUTIES

To note revisions to appointed duties of individual Members

(Report FC006/2020 attached page 59)

12. RETENTION of INTERNAL AUDITOR

To agree retention of the Internal Auditor for 2020/21

(Report FC007/2020 attached page 61)

13. REVIEW of MODEL CODE of CONDUCT

To consider a response to national consultation

(Report FC008/2020 attached page 62)

14. RECOGNITION of BLACK HISTORY MONTH
Proposal to recognize Black History Month annually (NOM005/2020 attached **page 63**)
15. RESPONSES to TRAVEL SYMPOSIUM
Proposal following the ‘Reinventing Lewes Streets & Shops’ event (NOM006/2020 attached **page 63**)
16. EAST SUSSEX COLLEGE ART FACULTY SUPPORT
Proposal to support Extended Diploma course students (NOM007/2020 attached **page 65**)
17. REMOBILIZATION of OPERATIONS
To note plans for restarting operations of staff and buildings (Report FC009/2020 attached **page 67**)
18. UPDATE ON MATTERS IN PROGRESS (oral report by TC & Annual Plan attached **page 69**)
19. NOTICE of ITEMS IN PROSPECT (oral report by Town Clerk)

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

PUBLIC ATTENDANCE – Covid-19 emergency arrangements:

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.

This meeting will be held online via Zoom Pro video link. To join the meeting follow the instructions above.

***Members of the public wishing to join this meeting must request a password by email at least 24 hours before the published start time. Please submit your request to townclerk@lewes-tc.gov.uk**

For guidance on joining online meetings please see the notes on the following page

Guidance on attending ‘virtual meetings’



Joining a meeting:

1. Invitations to COUNCILLORS and officers to join a virtual meeting of the Council; a committee, or Working Party will be included in an email accompanying the agenda, and will look similar to this (*example only*):

Lewes Town Council is inviting you to a meeting of ??????????????????

To join the meeting, use this **link**: zoom.us/j/99590643212?pwd=bTdvYnVZSWIzdzlIL1p

Meeting ID: 995 9064 3212

Password: 003091

OR dial by your location

+44 (0)131 460 1196 United Kingdom or +44 (0)330 088 5830 United Kingdom

The link (but not the password) will be also repeated at the head of the Agenda and can be accessed from either. The **password** should not be shared, as PUBLIC attendees will be asked to request a password by email at least 24hrs before the scheduled start.

2. Using a digital device with camera and microphone (*eg* laptop; tablet, smartphone), access can be gained by following the link. If audio-only is preferred (or problems interfere with video connection), telephone connection can be made using either of the numbers and following the prompts. Meeting ID and Password may be required dependent upon your chosen method.
3. If using computer audio and video a screen will open, similar to this:

Launching...

Please click **Open Zoom Meetings** if you see the system dialog.

If nothing prompts from browser, [click here](#) to launch the meeting, or [download & run Zoom](#).

If you cannot download or run the application, [join from your browser](#).

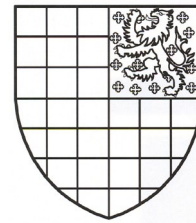
4. If you cannot download the application (or choose not to), or cannot run it, you may join from your internet browser by selecting that option.
5. On first connecting with the meeting you will be admitted to a virtual **Waiting Room**. Please follow any prompts, whether on-screen or audible. Attendees will be admitted once the meeting starts and what you see or hear after entry to the meeting may depend upon the equipment you are using.
6. To begin each meeting, the Chair will introduce some **meeting protocols** and all those attending will have live audio connections but will be asked to ‘mute’ their microphone when not speaking. Those wishing to speak will be asked to indicate by raising their hand and they will be invited to do so by the Chair. The Chair can mute all attendees and selectively unmute individual speakers if there are interruptions or background noise issues.
7. While it is possible to use on-screen options to signify **voting** this will NOT be used. Should a vote be called during any meeting the Chair will ask Members to signify by raising their hand or, if there are any voting members attending by audio only, asking each in turn to voice their vote or abstention.
8. Attendees can send short **‘Chat’ messages** to one another privately during the meeting.
9. Meetings will be recorded, but records kept only until the Minutes have been subsequently validated.

PLEASE NOTE:

Before connecting, it is good practice to ensure that your equipment is adequately charged; that you will not be interrupted, and that your camera’s field of view or microphone do not capture anything you would prefer is not seen/heard publicly. Functions will be available once you have entered the meeting to alter the background, and your camera and microphone can be muted at will.

Please also ensure that other equipment nearby does not introduce audio ‘feedback’; that background noise is minimal, and that you select appropriate levels of microphone sensitivity and speaker volume on your device.

To learn more, a number of helpful FAQ’s and video tutorials are available at www.zoom.us



MINUTES

Of the meeting of **Lewes Town Council**,
held on **Thursday 18th June 2020**, online via Zoom Meetings at **7:30pm**.

PRESENT Cllrs J Baah; M Bird; R Burrows; S Catlin (*Deputy Mayor*); G Earl; R Handy; O Henman; J Herbert; J Lamb (*Mayor*); I Makepeace; Dr W Maples; Dr G Mayhew; 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 Town Clerk & Civic Officer*)

Observing: Ms L Zeyfert (*All Saints Centre Manager*); B Courage (*Town Ranger*).

FC2020/11 QUESTION TIME: There were no questions.

FC2020/12 MEMBERS DECLARATIONS of INTERESTS: There were none.

FC2020/13 APOLOGIES FOR ABSENCE: There were none.

FC2020/14 MAYOR'S ANNOUNCEMENTS:

a) The Mayor noted the proceedings of the recent virtual Town Meeting and thanked those who had participated. He was planning to host a Travel Symposium, as discussed during the meeting, for the evening of 15th July and would release details when available.

b) Cllr Maples was invited to introduce a suggestion regarding support for the local PATINA Moving-on initiative, whereby everyone was asked to hold up to their camera a sheet upon which was written or drawn the word "Historic". All were happy to do this and a few moments were dedicated to capturing the various images for submission to PATINA's online project.

FC2020/15 MINUTES:

It was resolved that:

FC2020/15.1 Minutes of the Council meeting held on 14th May 2020 are received and agreed as an accurate record.

FC2020/16 WORKING PARTIES AND OUTSIDE BODIES:

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

a) Personnel Panel 4th June 2020. Council considered the Minutes of this meeting (*copy in Minute book*). Cllr Wood had been re-elected as Chair and elaborated as:

- i. *Update on TC appraisal programme:* The Council's consultant had provided some additional analysis of the distribution of questionnaire 'scores', following the previous meeting, which confirmed a principle that had been highlighted in that returns from Councillors were notably different from those of staff and external partners. This effect had been discussed with the consultant, who confirmed that it was common across local government, where the differing expectations of Members were a significant factor. It was acknowledged that the scheme had been agreed during the previous administrative term as a specific exercise, and that project was complete. With TC due to retire in 2021 it was accepted that continuation would involve time and cost that would be better deployed in addressing the prospective retirements of TC and five of the twelve other employees. There was general agreement on the introduction of appraisal as a contractual obligation when recruiting a successor to TC and this would be included in any proposals arising from that project.
- ii. *Matters re prospective retirement of staff:* The Panel had been tasked with an assessment of impacts on the Council arising from the number of staff eligible to retire in the next 2-3

years, and their roles. This was to begin with an assessment of the option to separate the functions of TC and Responsible Finance Officer, which might offer some advantages in simplifying recruitment of a successor to TC. Some illustrative examples of job descriptions for both models had been collected from comparator parishes and Members considered that a separate informal 'workshop' meeting would be the most effective way of dealing with these. It was accepted that there would probably be a need for some specialist external support as the process developed; in particular to establish appropriate salary grading for any revised roles.

TC had consulted with prospective retirees to enquire as to any firm plans for their retirement; and related the positions they had described.

- iii. *Training:* Council had resolved that the Panel's mandate was temporarily extended to look at training needs for 2020. There had been a general discussion on the topic, in which Members considered the training needs self-assessment form that was issued following election. TC noted that this would normally be re-issued once new administrations were 'settled' and recommended that this was the most practical first-step to address the task. It was agreed that the questionnaire would be updated and issued to all Councillors and staff.
- iv. *Conclusions:* The Panel would meet in informal workshops to consider various example documents and working papers. TC would update and re-issue a training needs self-assessment questionnaire, once converted for online completion.

It was resolved that:

FC2020/16.1 The Minutes of the meeting of the Personnel Panel (*copy in minute book*) held on 4th June 2020 are received and noted, and the Panel's decisions are supported.

FC2020/17

FINANCIAL GRANTS SCHEME.

Councillors considered a motion NOM001/2020 (*copy in minute book*) proposing that its 'normal' miscellaneous financial grants programme (currently suspended in favour of the Emergency Fund scheme) be re-opened, with amendments to the scheme's aims as recommended by the Grants Panel.

Emergency grant applications had covered specific needs arising from the extraordinary circumstances of the 'lockdown', but it was said to be clear that the community was still in need of support for things not related to Covid-19.

The prevailing guidance statement for the miscellaneous grants scheme stated:

Lewes Town Council values the community sector and will make financial grants available for its ongoing work. The Council's grants programme is designed to build up the capacity of small groups in the community and to encourage the development of new groups

And the background to the scheme was described to applicants as:

The aim of our financial grants scheme is to help promote a vibrant and active local community. The Council recognises and supports the valuable contribution made by many voluntary groups and organizations (often very small) in the fields of arts; sport; culture; social care; services for children and young adults; services for the elderly and people with disabilities; and many others who contribute to the wellbeing of the local community. It will consider financial support for community organisations working for the benefit of residents, with the intention of improving the range of services and activities in the town. It will not normally aid commercial organizations.

The Grants Panel had discussed fine-tuning of how to frame the support on offer, to align it more closely to Council's stated principles. In January 2020, after the Visioning exercise, Council had refined these to embody:

- Sustainable transport related: infrastructure & signage, cycling routes, bus transport
- Openness: engagement; consultation; partnership
- Trees and biodiversity; wildlife and the environment; Open spaces
- Support for foodbanks and the disadvantaged

It was resolved that:

FC2020/17.1 The Council's general financial grant scheme shall restart as soon as practicable, with the published fundamental principles of the scheme amended in line with proposals considered at the council meeting on 18th June 2020, and;

FC2020/17.2 The Emergency Fund set up to address Covid-19 shall continue until the reserved sum is exhausted, unless earlier closure is agreed by Council.

FC2020/18

EAST SUSSEX FIRE & RESCUE SERVICE

A motion NOM002/2020 (*copy in minute book*) was proposed, that Council should call upon East Sussex Fire and Rescue Service (ESFRS) not to make proposed cuts affecting Lewes. Other responses were proposed including a call upon central Government to make no more cuts to local authority services; in the interests of doing all it can to preserve life.

It was stated that East Sussex Fire and Rescue Service was required to prepare an Integrated Risk Management Plan (IRMP) covering 2020-2025 on which it was currently running a consultation. The IRMP was required under the 2004 Fire Services Act, the aim of which was to ensure that resources are properly allocated by the Fire Authority. It was primarily a safety review. This review, however, also had to take account of a 7.5% cut in grant from central government. In addition, this year, Secretary of State for Security at the Home Office, James Brokenshire, had directed Fire Authorities to continue with their IRMPs and consultations despite the effective state of national emergency brought on by the Coronavirus crisis.

There followed a debate in which several Members expressed concerns with regard to the proposals: their scope, context, and alarming effects on the safety of the Lewes community.

The consensus was for a response to the consultation (ending the following day), describing these concerns, and for appropriate letters to be written to the local Member of Parliament and the Home Office Minister

A vote was called, and Cllr O’Keeffe declared an interest as a member of the Fire Authority and did not vote. Subsequently, it was **resolved, with no dissent or abstention, that:**

FC2020/18.1 Lewes Town Council calls upon East Sussex Fire and Rescue Services not to make proposed cuts affecting Lewes. The Council is particularly concerned at the proposed loss of one fire tender and six firefighters and that the proposal to replace full-time positions with part-time, on-call staff is unlikely to meet the needs of the town and surrounding area. Councillors are dismayed that there is no consideration given to either the increase in size of Lewes Town, or to the likely increasing effects of climate change.

FC2020/18.2 The Council asks our MP, Maria Caulfield, to pursue her recent public promise that she can obtain additional funds from James Brokenshire, Minister for Security at the Home Office, and therefore maintain the current level of funding of East Sussex Fire and Rescue Services.

FC2020/18.3 The Council calls upon central Government to make no more cuts to local authority services; in the interests of doing all it can to preserve life.

FC2020/19

PARTICIPATORY BUDGETING

Members considered a motion (*NOM003/2020, copy in minute book*) proposing that Council undertake a participatory budget pilot in the coming financial year, with a budget element for this included when the annual budget cycle was commenced. It was explained that participatory budgeting is a form of public engagement in the budget-making process and falls broadly into two main types: a) consultation and public priority setting on ‘core’ budgets; or b) a community grant approach, which sets a specific sum of the budget to be allocated to community projects via a range of informative sessions and deliberative meetings to ensure a spectrum of residents’ views are heard and balanced choices are reached.

It was recognized that Town Council budgets could be reduced in coming years and there was need to think carefully about the Council’s priorities. It was submitted that the best way to ensure these are met was to listen to the Town when decision-making at every reasonable opportunity. Introducing participatory budgeting (PB) could, it was claimed, also help materialize the goals divined through the Council’s ‘Visioning’ exercise; expanding the openness of the council and reassuring the community that their elected Councillors are listening and engaged.

TC advised that there was a need to carefully assess the impact of Covid-19 on the budget, with a prospect of a potential six-figure loss in estimated income for the current year due to closure of the Town Hall and All Saints Centre. Whilst there were some associated savings,

there remained the fact that the Council's General Fund balance was, prior to the current emergency, nearly £200,000 below the recommended level. Measures to address this were in place but left little flexibility in re-allocating funds. The following year's Council Tax precept would be set against a backdrop of many households having a reduced ability to pay following the Covid-19 crisis. The present situation meant that an immediate decision to allocate funds for PB would be unwise. A Workshop to review the principles of the Councils budget, and seek areas where some flexibility may be possible, was proposed.

A debate ensued, and it was **resolved that:**

FC2020/19.1 Lewes Town Council agrees to consider the inclusion of a participatory budget for future financial years, and asks the Finance Working Party; Audit Panel and Open Council Working Party to jointly conduct a feasibility study on the subject, to inform the budget process with a view to introducing this as soon as possible.

FC2020/20

SUPPORT FOR 'PRIDE'

Council received a motion (*NOM004/2020, copy in minute book*) proposing that it show support for its LGBTQ+* community and its allies by obtaining and flying a Pride flag on various relevant occasions during the year.

It was noted that the recognized 'Pride' flag falls into a category where no specific Planning permission is required for it to be flown from a public building. A flag suitable for attachment to the Town Hall flagpole could be obtained for less than £100 and, other than one or two single days when national flag protocols must be observed, there were no apparent conflicting requirements. It was suggested that similar recognition might be appropriate in several other contexts, and that this might be considered by the Commemorations & Events Committee.

A brief debate followed, and it was **resolved that:**

FC2020/20.1 Lewes Town Council will show support for its LGBTQ+* community and its allies by obtaining and flying a Pride flag on three occasions during the year: in June, which is recognised as national pride month in the UK; February, which is LGBT history month; and for Brighton Pride weekend in August.

** generally accepted as "Lesbian; Gay; Bisexual; Transgender; Queer; Questioning; Intersex; Allies; Asexual; Pansexual"*

FC2020/21

PELLS POOL

A report (*FC003/2020, copy in minute book*) was presented, proposing that a request by Pells Pool Community Association (PPCA), for approval to re-open the Pells Pool under restricted operational conditions, be approved.

(Cllr O'Keeffe declared a potentially prejudicial interest, and took no part in this debate, as she serves as a Trustee of the PPCA – a registered Charity)

The pool is managed on behalf of the Council each season by the PPCA under an annually-renewed management agreement. Whilst the pool remained closed under Covid-19 emergency rules, the PPCA had been closely following government proposals for easing of restrictions. Swim England, the national governing body, were due to release detailed guidance for safe re-opening of pools, potentially from early July with other public facilities. PPCA were confident that they could make all the recommended changes and amend operational procedures appropriately. Further: The Royal Life Saving Society, who regulate lifeguards, had published detailed guidance for operators and revised training plans; and these had already been built-in to a series of revised operational control protocols by the PPCA. Following the government's relaxation on closure of 'non-essential' categories of shop on 15th June, PPCA hoped to re-open the kiosk for passing trade in ice creams, drinks snacks *etc* working within the appropriate guidelines with respect to social distancing and hygiene.

PPCA had provided copies of a range of revised operating plans, including First-aid and pool rescue protocols, and detailed assessment of infection risks associated with clothing and equipment. These were considered to be to the Association's usual professional standard and had been carefully prepared. The Association sought Council's agreement to the re-opening of the kiosk and pool (subject always to overriding government restrictions) as soon as this was permitted. TC stated that, in his opinion the approach to 'remobilization planning' undertaken by PPCA was thoughtful and sensible and there was no reason to withhold

permission. Council was assured that its interests were adequately protected by standard elements of the annual Agreement.

It was **resolved that:**

FC2020/21.1 The Pells Pool Community Association is authorized to re-open the kiosk and swimming pool at The Pells when government emergency restrictions allow this, subject to the terms of the annual license agreement and observance of all relevant guidance issued and revised by HM Government; Swim England, and the Royal Life Saving Society.

FC2020/22

UPDATE ON MATTERS IN PROGRESS

In response to questions from Members, TC gave answers related to

a) *Major Items Plan:*

item 1- Town Hall repairs and boiler system replacement. This was to be discussed in detail at a meeting of the Buildings Working party the following week, but a general point was that the diversion of the project towards the most desirable sustainable heating plant would use the entire budgeted amount and other elements would need to be deferred.

Item 4 Malling Community Centre refurbishment project. This would also be discussed in detail by the Buildings Working Party, but salient points were that: despite delays due to Covid-19, it was still possible that work would be complete by October, which represented a very short extension to the original timescale. Planning consent was expected shortly for an amended design to roof extraction vents. Ten local companies had been sub-contracted, and a Building Regulations inspection was expected shortly, and no contentious issues were anticipated.

item 6 Devolution of assets & services by Lewes District Council. Lewes District Cabinet were understood to have considered devolution matters the previous week and contact was expected to follow from their lead officer. An LTC Devolution Working Party would be convened when required.

Item 7 – Retirement of key staff. The Personnel panel were scheduled to meet shortly in workshop sessions to begin examination of job descriptions *etc* with regard to a successor to the Town Clerk and to discuss 6 other posts affected by eligibility for retirement.

b) *Project to address Ash die-back disease.* A report (*copy in the Minute book*) by the Specialist Advisor (Arboriculture), Lewes District Council & Eastbourne Borough Council was included with the Agenda. Members were advised that the contracted work was completed on 11th March 2020 at a final cost of £32,610 (nett) for LTC's share. There would be some additional costs to be shared, including additional traffic control measures and associated equipment hire, and surveys by specialist ecologists.

No significant problems or complaints were reported, during or after the felling operations. There were some complaints about traffic control and rolling adjustments were made to try and mitigate the worst of these issues as far as practicable. There appeared to be a good level of awareness by the public of the reasons and scope of the works, with little dissent or disagreement, and a degree of sympathy for the Council and its officers was perceived.

The clear felling of woodland would have a profound impact on local flora and fauna, but there would be both gains and losses. Loss of high canopy will result in a reduced habitat and foraging area for fauna (*eg* birds and insects) which might have been predominantly dependent on the woodland environments. Conversely; newly exposed woodland floor, subsequent regrowth and associated regeneration will provide a rich and diverse environment for existing and also for an influx of new flora and associated fauna. This was a natural process known as secondary 'ecological succession': the series of community changes which take place on a previously colonized, but disturbed or altered habitat. A change in the plant species present would drive changes in animal species, because each plant species will have associated animal species which feed on it. As plant communities change, so do the associated micro-organism, fungus and animal species.

The issue of replanting had generated much interest and some confusion. Despite the felling, woodland remained and it was still populated with trees, albeit small ones at this time. No immediate replanting was planned, as it was important to see if any Ash, with

natural resistance to Ash Dieback Disease, survive. Only about 5% of Ash throughout the UK were expected to have congenital resistance to the disease and it was likely that resistance to ash dieback would further evolve in the UK ash population over time through natural selection. It was important, therefore, to ensure that any potential survivors are allowed to establish and for this reason re-planting the areas of felled woodland is not recommended by the Forestry Commission. A review in 4-5 years was proposed, when it may be decided whether there is a case for ‘enrichment-planting’.

ESCC Highways were dealing with the remainder of the trees lining the Offham Road (amongst a large number of other sites throughout the East Sussex area).

- c) *Emergency Grants Fund status* TC advised the status of the fund, with six grants paid and another two currently under evaluation by the Grants Panel. There remained an available balance of £5,816, assuming these two were granted in the full amounts requested.

Remobilization’ planning. TC gave a brief overview of the position regarding operations under continuing restrictions. The government had indicated prospective relaxation of these in some areas and this evolving situation was routinely monitored. He described alterations planned, when office operation was remobilized, to aspects such as patterns of office hours balanced with home working for some days each week, where practical long-term. This would maintain some of the positive effects of reduced travel and the associated benefit to the environment; and reduce the number of individuals at any point in time sharing very compact office accommodation, kitchens and WC’s, and narrow corridors. Public reception had been maintained so far through email; telephone messaging, and website referrals and the very low number of contacts had highlighted the true nature of demand insofar as the ‘traditional’ visitors to Reception were most often not there for Town Council business. There had been no perceived reduction in service related to ongoing Council work or connections with local partners. Physical measures would be put in place for offices and hireable spaces, with provision of signage; segregated access routes; anti-viral cleaning products; personal protective equipment, and contactless payment facilities alongside a high-frequency cleaning programme. The priority was to provide as safe an environment as possible, with the health and wellbeing of staff and all visitors to the buildings of paramount importance. As hall-hire restrictions eased, regular and prospective customers would be advised as to what was allowed; and with any booking proposals would be required to confirm they were aware of Council measures, and accepted them, and to submit their own event-specific risk-assessments.

FC2020/23

NOTICE of ITEMS IN PROSPECT

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

- the position regarding East Sussex Fire & Rescue Service proposals
- resumption of the ‘normal’ grants programme.

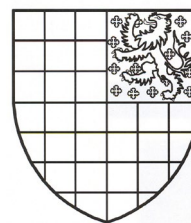
Dates to note were given as:

- The next Council meeting would take place on Thursday 30th July 2020 at 7:30pm, with a deadline for agenda items to reach TC by noon on Monday 20th July.
- Meetings were scheduled as:
 - o Buildings Working party 11:00am Tuesday 23rd June
 - o Personnel Panel Workshop #1 11:00am Wednesday 24th June
 - o Personnel Panel Workshop #2 11:00am Monday 6th July
 - o Landport Bottom Management Committee 7:00pm Tuesday 7th July
 - o Open Council Working Party 7:00pm Tuesday 14th July
 - o Mayor’s “Reinventing Lewes Streets & Shops” symposium 7:00pm Weds 15th July
 - o Equality; Diversity & Inclusivity Working Party 7:00pm Tuesday 21st July

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

The meeting ended at 10.15pm

Signed: Date:



MINUTES

of the meeting of the **Working Party established to oversee repairs to the Council's buildings**, held on **Tuesday 23rd June 2020**, online via Zoom Meetings at 11:00am.

PRESENT Cllrs Bird; Catlin; Earl; Lamb; Dr Mayhew and Waring.

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

BRepWP2020/01 ELECTION of CHAIRMAN: Cllr Dr Mayhew was elected to chair the working Party for the 2020/21 year.

BRepWP2020/02 QUESTIONS: There were none

BRepWP2020/03 APOLOGIES FOR ABSENCE: Apologies had been received from Cllr Milner, who was working.

BRepWP2020/04 DECLARATIONS OF INTEREST: There were none.

BRepWP2020/05 MINUTES: it was resolved that

BRepWP2020/05.1 The Minutes of the meeting held on 20th September 2019 are received and signed as an accurate record.

BRepWP2020/06 REMIT of the WORKING PARTY

Members noted the remit of the working Party, which is:

The Buildings Working Party is tasked with oversight of maintenance of the Town Hall; All Saints Centre, and Malling Community Centre and other buildings/ structures, meeting ad hoc.

Currently mandated to administer the refurbishment of Malling Community Centre, and authorized to act for Council in that regard, the Working Party will otherwise formulate recommendations for Council as appropriate with regard to repairs; non-routine maintenance matters, or replacements/ refurbishments of major plant and equipment.

BRepWP2020/07 EXCLUSION of the PRESS & PUBLIC

At this point the Chairman moved, **and it was resolved:**

BRepWP2020/07.1 That in view of the confidential nature of the business to be transacted during the remainder of the meeting, pursuant to the Public Bodies (Admission to Meetings) Act 1960 *etc* any members of the press or public present be excluded and instructed to withdraw. The nature of that business is to consider commercially sensitive detail related to proposed works and contracts.

BRepWP2020/08 TOWN HALL HEATING SYSTEM REFURBISHMENT:

1. The meeting considered a second report submitted by Delta Green Environmental Design, providing more detail on feasible options offered by air-source heat pump (ASHP) and photovoltaic panel (PV) technologies in replacing the Town Hall's existing heating system. Members welcomed James Porter and Ben Campbell of Delta Green; attending to present the report and advise.

2. Air Source Heat Pumps consist of an outdoor condenser or heat exchanger unit, which extract ambient air and transfer the heat through refrigeration pipework to indoor plant. A system would be capable of providing 100% of heating demand within the building during mild temperatures (*eg* Autumn/Spring), but it was highlighted that the flow temperatures which they generate (around 55°C) is considerably lower than required (around 80°C) to adequately 'drive' the existing internal heating system during colder periods, when the system would need topping-up by an additional boiler. As the existing heating system (cast iron radiators and distribution pipework) is to be retained, it was proposed to install a hybrid heating system, comprising an air source heat pump supplemented by boiler plant. Comparisons were shown between the capital and running costs, and emissions, of

both gas and electric boilers based upon the Air Source Heat Pump providing approximately 75% of the heating requirements.

3. There were a number of variables to consider in the final selection of the equipment, including physical size, access requirements, noise break-out and system efficiency. There were also different refrigerants to consider; proposals where refrigerants have a Global Warming Potential (GWP) greater than 2500 had been dismissed on both environmental grounds but also the future availability of the refrigerant (for maintenance). Members were advised that the noise generated would be a significant consideration, given the proximity of nearby homes.

4. When reviewing several potential locations for the outdoor equipment, three areas in and around the rear service yard, were favoured. Other options had been considered and dismissed on various grounds, such as distance and routing of pipework from the outdoor unit to the basement plant room. The meeting considered these three and accepted DG's recommendation that option 2 (as presented) was the best choice. This allowed a larger, more efficient, unit which was quieter and uses a more sustainable refrigerant. The location would involve the loss of 3 car parking spaces, but this was considered acceptable. Further investigation would be needed into electrical loading and pipework routing options.

5. The report showed estimates of capital cost and running costs, and emissions, for combinations of ASHP and boiler with any remaining subsidies or incentives factored in. The cost estimates were said to be robust but expected to prove reasonably accurate. The capital costs ranged from £91,000 for simple replacement of gas boiler to over £240,500 for an ASHP-only design.

6. There was a detailed discussion as to the use and future availability of gas, and the experts recommended it as the most viable option at present, when considered against the likely service life of a new system; said to be around 15 years, and in the context of it being needed only for topping-up during coldest periods if associated with an ASHP. After deliberation on the options presented, the Working party agreed that it would recommend the option shown as "Air Source Heat Pump with Gas-fired Boiler", and accepted the suggestion that around £70,000 of the total cost could be deferred to a second year if the installation were to be planned in two stages. Members were keen to ensure that this would not involve duplication of any cost and were assured that it would not if the system is designed with this in mind.

7. The project was estimated to take a total of 16 weeks, technically, but would be subject to external factors such as Planning and Listed Building consents. The Working party would recommend to Council an immediate start on the agreed option, with the second phase in 2021/22 committed at the outset. Mr Porter and Mr Campbell were thanked for their report and extremely helpful advice.

BRepWP2020/09

REFURBISHMENT of MALLING COMMUNITY CENTRE:

8. The meeting received a briefing from TC on progress of the building works, which were proceeding well and had suffered only a short closure due to Covid-19 although work was slowed by distancing restrictions and supply-chain disruption.

9. Members welcomed Duncan Kerr, Managing Director of Wave Leisure Trust; Council's preferred choice for future management of the building. Mr Kerr related the position Wave found itself in due to lockdown restrictions and described the effects as "devastating". When the main centres of Wave's operations (indoor gymnasias and swimming pools) were eventually allowed to reopen they would face such severe limitations on customer numbers that the costs would be disproportionate to the income. There had been tentative suggestions that some supporting funds for Leisure Trusts may be made available through Sport England but this was speculative, and in all probability would be very limited in effect. Without some form of significant third-party funding Wave would be in a parlous state. Given these unknowns, Mr Kerr was unable to commit to undertaking a management agreement for Malling Community Centre at this time, and Members

were understanding and sympathetic.

10. TC rehearsed the options for management of the Centre, as they had been originally considered by Council, and the positive and negative factors for each. The preferred option if Wave were unable to assist was direct management by Council staff. It was noted that the building work may finish in October (at present estimates) but the Centre could not immediately reopen as there would be a period needed for final finishing and fitting-out. Given the present situation with lockdown restrictions and prospects for relaxation it was unlikely that the Centre could be operational before the New Year. Assuming that timescale to be fairly pragmatic, it was possible to defer a decision until the end of August when Mr Kerr may be in a position to give a definitive answer. This was agreed by all to be practical, and meanwhile TC would draft a plan for LTC self-management which, it was recognized, could be an interim solution or permanent. Mr Kerr was thanked for his helpful contribution and offered Members' best wishes for Wave's speedy return to stability.

BRepWP2020/10

ALL SAINTS CENTRE

11. Members had been provided with a copy of a recently completed surveyor's report on the building. This detailed report comprehensively described various items of repair that were considered to be needed. Councillors were pleased to note the description of the Grade 2* heritage-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."

12. 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 £450,000. It was recognized that many of these were not immediate concerns, and that the schedule would inform the drafting of a programme for future prioritized work. Several areas would require further, specialized, surveys and these would also be prioritized. Analysis would begin immediately, and the matter reviewed later in the year.

13. The Working Party also reviewed the proposal to install a public WiFi network at All Saints, similar to that in place at the Town Hall. This project was started at the same time but paused when other work on the building became more urgent. The cost was provided-for in the Centre's operating budget for the year and the contractor was able to install promptly as the building was closed for public use during the Covid-19 emergency. Members recognized the advantages that such a system might offer, including to several of the Centre's regular hirers when devising their post-lockdown strategies, and were pleased to agree the work.

BRepWP2020/11

RECOMMENDATIONS:

The Working party agreed to recommend:

- a) That Council notes these Minutes.
- b) That Council agrees the decisions regarding replacement of the Town Hall heating system, and commissions Delta Green Designs to design a system as described in point 6 above.
- c) That Council notes the position regarding future management of Malling Community Centre as described in points 9; 10 above.

BRepWP2020/12

There being no further business, the Chairman declared the meeting closed, and thanked everyone for their attendance. *The meeting closed at 12:40pm.*

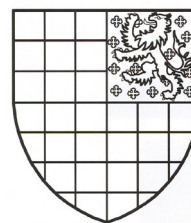
Signed date

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**LEWES
TOWN
COUNCIL**

MINUTES

of the meeting of the **Landport Bottom Management Committee**, held on **Tuesday 7th July 2020**, online via Zoom Meetings at 7:00pm.

PRESENT Cllrs Bird; Burrows; Handy and Sains.

In attendance: S Brigden (*Town Clerk [TC]*); B Courage (*Town Ranger*); Ms T Outram (*Lewes District Council Special Adviser; Downland & Reserves*)

LBMC2020/01 **ELECTION of CHAIRMAN:** Cllr Bird was elected to chair the committee for the 2020/21 year.

LBMC2020/02 **QUESTIONS:** There were none Two members of the Friends of Landport Bottom were present.

LBMC2020/03 **APOLOGIES FOR ABSENCE:** Apologies had been received from Cllr Vernon, who was working. No message had been received from Cllrs Henman or O’Keeffe (belated apologies were received from Cllr O’Keeffe – who had been unable to connect).

LBMC2020/04 **DECLARATIONS OF INTEREST:** Cllrs Bird and Handy declared that they live adjacent to Landport Bottom.

LBMC2020/05 **MINUTES: it was resolved that**

LBMC2020/05.1 The Minutes of the meeting held on 25th September 2019 are received and signed as an accurate record.

LBMC2020/06 **REPORT on SITE MANAGEMENT**

Members received a brief update report on operational matters from Ms Outram, which covered:

Grazing: Southdown sheep had been introduced, with young lambs, as lockdown started. There had been sheep-worrying incidents and one lamb death - the shepherd considered this was due to stress. More strongly-worded notices were posted. The Southdown breed lambs were very popular. They had been weaned and replaced by Tegs (a non Southdowns breed, in their second year). A second sheep death (a Teg) due to a dog attack had occurred on 25/26 June. Plumpton College had been reimbursed for the cost of the sheep. It was acknowledged that there had been an unusually short lead time between posting of warning notices this year and the arrival of the lambs – this would be prioritized for future occasions. The sheep had grazed the pond field and the tumuli field over the spring and summer. The orchids had flowered in the pond field, and all fields looked attractive and floristically diverse.

Infrastructure: The water supply had failed temporarily due to nearby work by Southern Water. Supply had been reinstated with a new meter. New signs to inform the public of the presence of sheep in each field had replaced those broken some months ago. Fence repairs had taken place where needed.

Community Engagement: There had been no walks or community wildlife events over the spring and summer so far, and none were planned. There had been some conflict observed between the dog walking community and those keen to allow the skylarks space to nest undisturbed. Members of the public had added their own signs to those erected by the ranger. These were left in place due to the special circumstances of Covid-19 but would be removed shortly.

“Changing Chalk project”: A consultant has been appointed by Lewes District Council and Eastbourne Borough Council, for development work on this project, and it was

hoped that there would be funding for a community ranger to develop community nature engagement across the Downs; based on Lewes and Eastbourne councils sites. This would include Landport Bottom and hopefully include some work on responsible dog ownership. If the final bid is successful, a 4-year post should be in place at the beginning of 2022.

Lewes District Council Staff: One of the two Specialist Advisor for Downland and Reserves (SADR) had left the LDC and is not to be replaced. Thyone Outram (SADR) remained and anticipated an increased work load, but would continue to spend the time contracted with LTC on Landport Bottom work. This may mean a slight reduction in work around volunteering or community engagement since SADR work tended to exceed the agreed monthly hours.

Stewardship agreement extension: The Rural Payments agency has advised that extensions to Higher Level Stewardship agreements were usually not offered until two or three months before the end of the agreement (current agreement ends April 2021). Government consultation on changes to the programme had been halted due to Covid-19 and, although pilot studies were in place around the country, it was thought unlikely that the scheme would change before 2024. It was also unlikely that current agreements would be extended for that long. It may be possible to apply for Countryside Stewardship (a newer scheme). Applications for Countryside Stewardship 2021 open in February so this would be reviewed at the turn of the year to establish the situation.

Woodland: The woodland at the lower part of the slope beside the Nevill Road was mostly felled due to ash dieback. There was dying ash remaining in the upper part of the woodland. A risk assessment was needed to establish how much of this part of the woodland may need to be felled.

Members thanked Ms Outram for her helpful and informative report.

LBMC2020/07

UPDATE to SITE MANAGEMENT PLAN

The committee considered a discussion draft of an update to the Site Management Plan, which would represent the third major revision since the original Plan was adopted and was designed to cover a five-year period.

There followed a lengthy discussion on various points of detail, and submissions were noted for a second draft, which would be prepared for review in Mid-September. Members asked if the meeting to conduct that review could be preceded by an escorted site visit, and it was agreed that this would be arranged.

There was a brief discussion on the proposed treatment of Ragwort, and Ms Outram advised that it was recommended good management to remove this, particularly when growing close to areas frequented by horses and other animals vulnerable to its toxic effect.

LBMC2020/08

BENCH SEAT

Members considered a request to install a bench seat, proposed to benefit a nonagenarian who regularly walks on the land. The applicant had been advised that as a general principle, man-made structures were only installed at Landport Bottom if essential to the management of the land *eg.* water troughs for livestock. Such things as bench seats and litter bins were not considered in-keeping with the land's natural state and its management within environmentally-sensitive land programmes. It had been agreed that the Management Committee would consider the request, nonetheless, as it may be felt appropriate to allow a suitably natural-looking bench at a particular location where the impact was minimal. Councillors discussed these principles at length and agreed that a clear policy statement might helpfully be included in the revised Site Management Plan. The immediate request was refused, for the reasons stated, although there was interest in the possibility of an 'invisible' structure such as a stone-filled and grassed gabion which could be constructed so as to blend with natural contours of the land. This would be investigated for discussion at the next meeting.

LBMC2020/09

HISTORIC RACECOURSE SIGN

Permission had previously been agreed for the Lewes Racecourse History Group to site a commemorative wrought-iron sign on Council land. There had recently been some contention in social media as to the ownership of the sign, but TC advised that he had been provided with sufficient detail of the history of its origination that he was satisfied it was the Group’s property. The sign was understood to be awaiting some re-finishing and delivery of a new mounting post; and could then be placed as agreed with the Group.

LBMC2020/10

There being no further business, the Chairman declared the meeting closed, and thanked everyone for their attendance. *The meeting closed at 8:45pm.*

Signed date

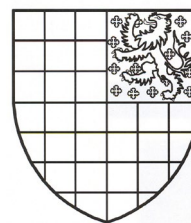
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**LEWES
TOWN
COUNCIL**

MINUTES

of the meeting of the **Open Council Working Party**, held on **Tuesday 14th July 2020**, online via Zoom Meetings at 7:00pm.

PRESENT Cllrs Bird; Catlin; Henman; Herbert; Dr Maples; O’Keeffe; Sains; Vernon; Waring and Wood. Also (*not appointed to the Working party*) Cllr Burrows;

In attendance: S Brigden (*Town Clerk [TC]*); Mrs F Garth (*Asst TC and Civic Officer*); Ms L Zeyfert (*Manager; All Saints Centre*)

OCWP2020/01 **ELECTION of CHAIRMAN:** Cllr Dr Maples was elected to chair the committee for the 2020/21 year.

OCWP2020/02 **QUESTIONS:** TC answered a number of questions related to the current position with regard to ‘lockdown’ measures and prospective easing of restrictions.

OCWP2020/03 **APOLOGIES FOR ABSENCE:** Apologies had been received from Cllr Makepeace, who had a family commitment.

OCWP2020/04 **DECLARATIONS OF INTEREST:** There were none.

OCWP2020/05 **MINUTES: it was resolved that**

OCWP2020/05.1 The Minutes of the meeting held on 26th September 2019 are received and signed as an accurate record.

OCWP2020/06 **REMIT of the WORKING PARTY**

Members noted the remit of the Working Party, which is:

To identify methods for improved public engagement and greater provision of information to residents of Lewes, to include:-

- > A review of information sharing and the methods used to share key events and policy developments
- > Consideration of good practice on methods of online deliberation and social media, such as on key town-wide issues
- > Identifying ways to provide more joined-up support for community engagement in and around Council-owned buildings

OCWP2020/07 **BUSINESS of the MEETING**

1. The matter of noticeboards in the town was raised, and TC advised that the Council owned only the three small cases on the face of the Town Hall, and the case at the All Saints Centre. It was stated that there was currently conflicting information displayed at the Town Hall, and TC would investigate and have this corrected. The ‘heritage-style’ street-map case in the pedestrian precinct was cited as potentially useful as a further location for Council information. TC advised that it was part of a suite of street furniture provided by the Town Council when the area was pedestrianized and dedicated to display of a town street plan for visitors, produced in partnership with the Friends of Lewes. There were potential implications to a change of use which would need to be clarified and TC undertook to investigate this possibility. It was suggested that most visitors would, these days, use digital maps on a smartphone, but other Members noted that this by no means described everyone. Cllr Herbert offered to look at other noticeboards and bring forward proposals.

2. There was a general discussion on the role of Facebook, and acknowledged that whilst it now appealed mainly to an older demographic, with other services more popular with younger people, it could compliment the Council’s website by also carrying meeting agenda *etc.* TC noted that the planned post-Covid deployment of

staff would offer more time than hitherto for an account to be administered.

3. The principles of Participatory Budgeting were briefly discussed, and it was noted that all Councillors had been invited to an imminent workshop which would include this topic.

4. *Cllrs Catlin and Vernon left the meeting at this point*

5. The Mayor was to host an informal travel-related symposium “Reinventing Lewes Streets & Shops” the following evening, in response to the County Council’s Active Travel proposals, and there was much discussion as to the format of this. The Mayor had stressed the priority for elected Members to listen to the views of the various special-interest groups and individuals who were to attend. It was noted that these invitees would include representatives from outlying villages and important that their opinions were to be heard. Some Members expressed firm preferences for the form and conduct of the meeting, but it was acknowledged that the Mayor would be the Chair.

6. There followed a general discussion and it was agreed that the Working Party would meet quarterly in future.

OCWP2020/08

There being no further business, the Chairman declared the meeting closed, and thanked everyone for their attendance. *The meeting closed at 8:15pm.*

Signed date.....

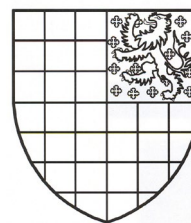
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**LEWES
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COUNCIL**

MINUTES

of the meeting of the **Equality, Diversity and Inclusion (EDI) Working Party**, held on **Tuesday 21st July 2020**, online via Zoom Meetings at 7:00pm.

PRESENT Cllrs Baah; Bird; Catlin; Handy and Dr Maples. Also (*not appointed to the Working party*) Cllr O’Keeffe

In attendance: S Brigden (*Town Clerk [TC]*); Mrs F Garth (*Asst TC and Civic Officer*); Ms L Zeyfert (*Manager; All Saints Centre*)

EDIWP2020/01 ELECTION of CHAIRMAN: Cllr Handy was elected to chair the committee for the 2020/21 year.

EDIWP2020/02 QUESTIONS: There were none.

EDIWP2020/03 APOLOGIES FOR ABSENCE: Apologies were received as the meeting progressed from Cllr Herbert, who had a work commitment.

EDIWP2020/04 DECLARATIONS OF INTEREST: There were none.

EDIWP2020/05 MINUTES: it was resolved that

EDIWP2020/05.1 The Minutes of the meeting held on 1st October 2019 are received and signed as an accurate record.

EDIWP2020/06 REMIT of the WORKING PARTY

Members noted the remit of the Working Party, which is:

- > identify and catalogue [over the forthcoming year] improvements and moderations to the current policy
- > meet annually to update and refresh council principles.
- > demonstrate to the public that the Council is fully committed in developing Equality, Diversity and Inclusivity

EDIWP2020/07 BUSINESS of the MEETING

1. The meeting considered whether the prevailing policy (adopted March 2019) was still appropriate. It was noted that the title required updating (to add “Inclusion”). TC advised that all Council policies were conventionally reviewed during the last year of any administration, when all Members would have more than three years’ experience. Some policies were reviewed more often, such as to update values in financial regulations, but most would await the periodic review unless circumstances dictated otherwise. Some Members commented that there were reasons for a review, but it was generally held that the current policy was robust and appropriate.

2. It had been noticed that local social media posts were asking what the Council could do about contentious presentations during Bonfire. This had been the prompt at the previous meeting to investigate the possibility of restrictive clauses in Council building hire agreements. The recent “Black Lives Matter” movement prompted further discussion and it was remarked that there were many other sections of the community (*eg the Jewish community*) who should not be overshadowed by such thinking.

3. Members attention returned to the existing hire agreements for the Town Hall and All Saints Centre. No examples had been found at other Parish Councils that offered the sort of wording envisaged by Members. It was understood that Lewes District Council was investigating similarly but that their legal department had not yet produced a draft. TC recounted legal advice received in 2017 on another matter that had similar context. It had been advised then that Council should be extremely careful to avoid fettering its discretion and to ensure balanced judgements taking

account of the personal and commercial rights of hirers. Some Members suggested that it would be inadequate to simply wait and follow the lead of the District Council, even should that prove practical. Some also felt that previous mistakes or failings on the part of regular hirers should be sufficient to allow the imposition of restrictions on future bookings. Others asked whether written undertakings could be demanded. TC elaborated on the inadvisability of these approaches. It was claimed that the Council was not doing enough; but Working Party members were reminded that they had undertaken several months earlier to research examples of solutions they might find acceptable but had not, so far, achieved this goal.

4. After further discussion, an interim solution was agreed: that all hirers booking Council facilities would be provided with a copy of the Council's EDI Policy with their booking papers, accompanied by an explanatory statement drawing their attention to the Council's position and the importance it placed upon those principles. TC would prepare a discussion draft of such a statement; for Members to consider.

5. Suggestions that had been made in conversation with constituents, *eg* for events or support for third parties, were described but these were considered to fall within the remit of the Commemorations & Events Committee and would be passed-on.

EDIWP2020/08

There being no further business, the Chairman declared the meeting closed, and thanked everyone for their attendance. *The meeting closed at 8:05pm.*

Signed date

Draft

NOTES – “Reinventing Lewes Streets & Shops” symposium

<i>Between</i>	Lewes Town Council (LTC); special interest groups; businesses and residents		
<i>Reason for meeting</i>	Emerging proposals to engage with government Active Travel fund initiative		
<i>Venue</i>	Online meeting using Zoom Meetings		
<i>Date</i>	7:00pm Wednesday 15 th July 2020		
<i>Attending</i>	Cllr John Lamb Cllr S Catlin Cllr G Earl Cllr O Henman Cllr J Herbert Cllr I Makepeace Cllr W Maples Cllr R O’Keeffe Steve Brigden	Mayor Deputy Mayor LTC LTC LTC LTC LTC LTC Town Clerk	
	<i>A wide range of groups and individuals were in attendance; a full list of attendees is attached to these Notes.</i>		
NOTES:			
1.	<p>Welcome</p> <p>The Mayor welcomed everyone to the Meeting and talked about the recent Annual Town Meeting where discussion had been about factors driving Lewes to change including: Climate Change, the Covid-19 Pandemic; Pollution and renewed emphasis on Active Travel which would look at reducing traffic in the town and more provision for cyclists and pedestrians. The Government had made money available for Highway Authorities to look at active travel. The Mayor stressed that any changes made should still allow businesses in the town to trade effectively, to remain Covid-safe and attract as many visitors to Lewes as possible. He explained that this meeting was for all residents, groups and businesses in the town to look at ways improvements could be made. The Mayor thanked all who had already made written contributions to the meeting and any further comments/ideas would be welcome by 23rd July. It was explained that the Town Council’s ability to act in this area was limited as the responsible Highways Authority was East Sussex County Council. The Town Council, however, was a voice that could speak for the town and might provide limited funds to support projects. The Mayor thanked all who had completed the pre-meeting survey with the outcome showing that the majority would like a forum set up to develop a long-term strategy for a more sustainable town centre; to support Active Mobility such as cycling, walking or scootering around the town.</p>		
2.	<p>Presentation via Video by Cllrs James Herbert and Richard Waring</p>		
3.	<p>Active Travel</p> <p>The Mayor reported that the County Council would be spending just over half a million pounds in East Sussex on the first tranche of the Active Travel initiative. Following an application to the Department of Transport in early June the County Council was awarded this sum to implement measures to support safe social distancing in areas where people congregate such as town centres, high streets, transport hubs or bus stops. The funding was also aimed at encouraging more people to walk and cycle where possible. To date ESCC had installed 1300 ‘keep apart’ signs in towns and villages together with ‘keep apart’ footway markings at 200 priority bus stops. 40 Bicycle racks were also being provided at key locations in East Sussex. In Lewes the locations for these bike racks were: the Cliffe precinct, Little East Street car park and the Needlemakers car park. A number of</p>		

	<p>temporary Highway Schemes were being implemented across the County subject to legal constraints. There was a fairly tight time limit to implement these schemes. Localised footway widening in key shopping locations (through temporary suspension of parking) included School Hill/High Street, Lewes; and some temporary cycle routes. The speed at which these will be implemented will depend on the type of statutory Traffic Order required; the level and outcome of local consultation; design and safety review, and availability of necessary temporary facilities.</p> <p>Tranche 2 would then follow which would involve a second round of funding, and approx.£1.96 million had been indicated for the whole of East Sussex. More information was expected to follow in August.</p> <p>The County Council was working with other partners on a Local Cycling and Walking Infrastructure programme. This would take a strategic approach to set out the ESCC's ambitions to provide a high quality, inclusive and integrated cycling network. The consultation with key stakeholders had been completed and a public consultation would start in Autumn 2020.</p> <p>The District Council had helped facilitate a District Walking and Cycling Forum. Two cycle schemes were being looked at for Peacehaven and Lewes. District Officers were working closely with the County Council.</p>
<p>4.</p>	<p>Walking</p> <p>Concern had been raised by Lewes Area Access Group (LAAG) regarding the ability of disabled people in the town. One-way walking in the town would need to be advertised very clearly as would as any change to the environment i.e. obstacles on footpaths. Social distancing for visually impaired would prove difficult as would mobility for the disabled and this would have to be considered very carefully in any overall plan. Work needs to be done with orientation i.e. guidance strips. Wheelchair users in the town struggle with narrow twittens and steep slopes and this often means that they have to use the roads which proves extremely difficult as car drivers can be aggressive. The LAAG were planning to carry out an Access Audit in Lewes. Several footpaths in the town were so narrow that social distancing would also be impossible.</p> <p>Last year with support from the Town and District Councils, Lewes Living Streets had retained a Highway Engineer to look at making Lewes streets more pedestrian friendly. The report found that streets in Lewes could be widened together with adjusting kerbs to try to slow drivers speed. This would be particularly helpful at junctions as last year a 'Speedwatch' survey was carried out in Lewes and found that 90% of car drivers in the town drive faster than 25mph.</p>
<p>5.</p>	<p>Cycling</p> <p>Transition Town Lewes together with Cycle Lewes and Lewes Living Streets have drawn up a design for walking and cycling in Lewes and feel that cyclists and pedestrians should have the equivalent access as cars do. There needs to be a reduction in speed limits in the town as well as the volume of traffic. Motorised traffic has the lion's share of space. It was important to develop facilities for walking and cycling into Lewes town centre to try and discourage the use of cars in that busy area. There was a call to complete the C90 cycle route through Lewes.</p>
<p>6.</p>	<p>Motor Vehicles</p> <p><u>Taxis</u></p> <p>A representative from a taxi firm stressed the importance of taxis for less able persons. There was concern if more of the town was pedestrianised their clients would not be able to access shops in pedestrian areas. It was suggested that a 10mph speed limit could be established in these areas to facilitate taxi access.</p> <p><u>Electric Cars</u></p> <p>The use of electric cars was suggested, with shared ownership. However, there was no infrastructure for the use of such cars at present. Charging points would need to be made available in the town although not on pavements but as part of the road network. Lewes</p>

	<p>District Council (LDC) car parks could also be areas to site charging points. LDC were also looking at potential use for E-bike sharing.</p> <p><u>Outlying Parishes</u></p> <p>There was concern raised about residents of outlying parishes. Many of the small villages do not have a regular bus services serving them so residents who needed to shop in Lewes had to use their motor cars to do this.</p> <p>It was important to establish who the vehicle drivers were in the town for example those making deliveries, traveling from outlying areas or using the town as a short cut during a longer journey.</p>
7.	<p>Parking</p> <p>The issue of the Station Car Park and the Phoenix car parks potentially being multi-decked was raised. There was some progress on this although any changes to Station Car Park were dependent on Network Rail. Other sites might also be considered for such extension of capacity.</p> <p>Posters were needed throughout the town to discourage motorists/delivery drivers from parking on pavements. Improved signage showing where car-parks are located in town would help visitors to the town and notices showing that County Hall car park was free after 6pm and on weekends could improve parking problems especially for visitors and parking at the North Street Quarter should be made available before development there takes place. Parking was more readily available at the bottom of the town with very little provided at the top.</p>
8.	<p>Businesses</p> <p>There was concern from the Lewes Chamber of Commerce that their views were not being heard. It was stressed that views need to be sought from retailers. Several businesses in town had no rear access, so the only delivery point at their premises was the front. There was support from individual businesses for cycling and pedestrians but there was also a need to sustain a working town. Shops need provision for ‘out-of-towners’ who want to come and visit Lewes.</p> <p>For many businesses a delivery ‘hub’ would not work for deliveries to a business; however it could work for deliveries from a trader to residents.</p>
9.	<p>Residents</p> <p>Several residents raised concerns about walking in Lewes as due to the narrowness of pavements some people walked on the roads. This also caused problems for pedestrians at night together with some routes into town being poorly lit.</p> <p>Rural residents did not feel safe cycling into Lewes, more so at night, because of speeding traffic. Cycling was not accessible to all, nor always practical <i>eg</i> the less able, mothers to be, or in emergency situations. Bus services would have to be frequent. Residents from Friars Walk raised concerns about how a scheme would work, although sympathetic to the need for a change. Their concerns were:</p> <ul style="list-style-type: none"> • Has any modelling been done? • Will less cars parked on streets reduce traffic speed, or increase it? • Will greater road width increase HGVs? • Will fewer parked cars increase the speed and flow of traffic on Friars Walk and Lansdown Place. <p>The issue of access to vehicles was also raised:</p> <ul style="list-style-type: none"> • Young children being carried or being left at home while parents unload/load cars • Elderly people receiving meals • Unloading heavy shopping • Security <p>Local authorities have a duty to consult with groups and/or residents before removing parking.</p>
10.	<p>Public Transport</p> <p>The possibility of a Park & Ride scheme was discussed. Patrick Warner from Brighton &</p>

	<p>Hove Buses (B&Hb) had travelled to different parts of the country to see how other Park & Rides operate. The consensus was that the public like a short journey from a Park & Ride Park and the service needs to be a regular service throughout the day. Mr Warner was asked if a Lewes ‘Shoppers discounted ticket’ could be considered and he said this was something that could be considered by B&Hb.</p> <p>Compass buses have the same objectives as larger bus companies (improving rural services) however, these schemes need funding. Lewes Town Council supports Compass but perhaps additional funding could be encouraged from LDC, ESCC and parishes.</p> <p>Community Transport for the Lewes Area (CTLA) also works with multiple organisations, (Chamber of Commerce, Local Councils etc.) and considered that usually if local authorities contributed financially, services could be improved.</p> <p>In other parts of the country larger supermarkets provided bus services for their rural customers. This was wholly funded by the supermarket.</p>
11.	<p>Cliffe High Street</p> <p>It was generally felt that the pedestrianised Cliffe High Street worked well and delivery drivers/drivers recognised the 10mph speed limit. There were calls for access by delivery vehicles be maintained at all times.</p>
12.	<p>The Mayor thanked everyone for their contribution and closed the meeting.</p> <p>Meeting ended 9:05pm</p>



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Our Ref: MARK/LEW001

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

24th June 2020

Dear Steve

Re: Lewes Town Council
Internal Audit Year Ended 31st March 2020

Following completion of our interim internal audit on the 10th October 2019 and our final audit on the 24th June 2020 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. Where appropriate **recommendations for future action are shown in bold text and summarised in the tables at the end of the report.** **The recommendations from the interim visit have been answered in the table at the end of the report.**

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. 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.

Interim Audit – Summary Findings

At the interim visit we reviewed and performed tests on the following areas:

- Review of the Financial Regulations and Standing Orders
- Review of the risk assessments
- Review of the budgeting process
- Proper bookkeeping – review of the use of the accounts package
- Review of salaries
- Review of fixed asset register

It is our opinion that the systems and internal procedures at Lewes Town Council are well established, and followed. The Clerk is very experienced and ensures the council follows best practice regulations and has overseen changes to the internal procedures as regulations and technologies have changed to maintain compliance.

Final Audit – Summary Finding

At the final visit we reviewed and performed tests on the following areas:

- Review of annual accounts & AGAR

- Review of bank reconciliation
- Review of income
- Review of salaries
- Review of information for external auditor

I am of the opinion that the annual accounts and AGAR are ready to be signed off by council and the external auditor and that the AGAR is a true and fair reflection of the financial transaction of that of the council for the year ended 31st March 2020. Accordingly, I have signed off the AGAR.

A. BOOKS OF ACCOUNT (INTERIM AUDIT)

Internal audit requirement

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

The Council continues to use Sage for recording the day to day transactions of the council. This is a tried and tested financial reporting package and is augmented with Excel for reporting to Council and I make no recommendation to change. My audit testing showed that supporting documentation could be easily located from records. I make no recommendation to change in this system.

The council has a dedicated accounts function which is overseen by the Clerk. There is one individual Finance Administration Officer responsible for the entire day to day finance function and entering all the finance details onto the Sage system, while the Clerk/RFO also has access to the system.

I tested opening balances as at 1/4/19 and confirmed they could be agreed back to the audited accounts for 2018/19.

The Council is not VAT registered and has no requirement to do so. VAT refunds were agreed to underlying working papers. There were no errors on the returns. VAT refunds are completed annually for year end, with the last refund for the period up to March 2019. 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.

At the interim audit date, 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 & PAYMENTS (INTERIM & 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.

Interim Audit

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

The external auditors report was not qualified in 2018/19. This has been reported to council and the notice of conclusion of audit and audited AGAR have been posted to the council website.

Confirm by sample testing that councillors sign statutory office forms

I confirmed by sample testing that Councillors sign “Acceptance of Office” forms and Register of Members Interests, in line with regulations. Register of Members’ Interest forms are posted to the Town Council website. The councillors have also signed acceptance to receive information by electronic means.

Confirm that the council is compliant with the relevant transparency code

I note that the council is required by law to follow the 2015 Local Government Transparency Code. A review of the web site the information required is posted as required by the Code. All councils are encouraged to follow the code to provide greater transparency for the public and to reduce the potential of Freedom of Information requests.

Confirm that the council is compliant with the GDPR

The council is aware of GDPR and has undergone training. Since July, the Council has common email addresses for Councillors, which is recommended because it gives a natural segregation between personal and councillor business, so it is clear beyond doubt in what capacity a councillor is acting, 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 appointed an external Data Protection Officer (DPO) and has a Privacy Notice on its website.

Confirm that the Council meets regularly throughout the year

The Council has the following committees:

- Full Council - meets 10 times per annum
- Personnel Panel – ad hoc
- Audit & Governance Panel – 4 times per annum
- Planning Committee - meets 3 weekly
- Transport Committee – ad hoc
- Commemorations Committee – ad hoc
- Working parties as and when needed

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 both web site and hard copy 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 was noted that the supporting documentation referred to in the agendas is also posted to the website.

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

Draft minutes are typically published on the Council website within 30 days of the meeting.

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 adapted for the Town Council's circumstances. They were last reviewed and adopted by Council in April 2019.

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

Financial regulations are based on the NALC model and were last reviewed and adopted by Council in April 2019. The regulations being based on the NALC model 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

Financial regulation 2.2 deals with bank reconciliations, the council is performing a monthly bank reconciliation for all accounts and this is minuted at Council meetings in accordance with regulations.

Financial Regulation 5 deals with authorisation of payments. From sample checking of invoices from August 2019, minutes show authorisation of payments lists in accordance with regulations and invoices are signed by a councillor.

Financial regulation 6 deals with making payments. The council makes payments predominately online with occasional cheque payments and some direct debit payments for utilities. Cheques must be signed by two

individuals. The on-line banking system has a natural segregation of duties between the originator and authoriser of transactions, with two councillors confirming authorisation between input and release of funds.

Financial regulation 7 deals with approval and authorisation of salaries, the minutes and files show evidence of authorisation of changes and of wages generally.

Confirm all section 137 expenditure meets the guidelines and does not exceed the annual per elector limit of £8.12 per elector

The Council has the General Power of Competence (GPC) and does not have s.137 expenditure.

Confirm that checks of the accounts are made by a councillor

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

I am of the opinion the council is following its own regulations and that any changes to financial regulations are to be considered minor and no indicative of errors in the system.

At interim audit date, 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.

Final Audit

I have reviewed the expenditure list which is broadly similar to the prior year after accounting for one of expenditure items.

At the year-end date the council has £76,475 of creditors (2019: £28,559)

- | | | |
|-----------------------|---------|-----------------|
| • Purchase ledger | £38,475 | (2019: £22,861) |
| • Receipts in advance | £0 | (2019: £3,698) |
| • Accruals | £38,000 | (2019: £0) |

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 & INSURANCE (INTERIM AUDIT)

Internal audit requirement

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

Interim Audit

The Council undertakes a full risk assessment that covers operational and financial risks. This was last reviewed by Council in June 2019 and this is noted in the Council minutes.

I have confirmed that the Council has a valid insurance certificate. The Council reviews its insurance requirements as part of the renewal process. Employers’ Liability is set at £10 million, Public Liability £15 million and Fidelity Guarantee £500,000. This amount should be kept under review to ensure it is maintained at an appropriate level.

At the interim audit date, 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.

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.”

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 & RESERVES (INTERIM & 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.

Interim Audit

I confirmed that the 2020/21 budget and precept setting process is about to start. A visioning exercise is also being planned to support this and prioritise projects. The budgeting process includes background papers illustrating historic references and assumptions moving forward and is very detailed.

The Council has a general reserve of circa £135,000 in addition to earmarked reserves totalling circa £850,000. The level of general reserve is lower than might normally be expected, but this has been recognised by the Council and plans are in place to add £50,000 per year to the general reserve to return it to the £400,000 level the Council normally works to.

At the interim audit date, 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.

Final Audit

The council has £1,712,251 (2019: £994,506) of total reserves of which £1,489,788 (2019: £858,653) are earmarked and £222,463 (2019: £135,853) are general reserves. In respect of general reserves, rule of thumb calculations would suggest that 50% of precept as adjusted for local conditions would be reasonable being circa £545k.

The council has robust cash flow reporting and I note the general reserve is much increased in the prior year but this still remains low for a council of this size.

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 & 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.

Interim Audit

Other than the precept, the Council has the following streams of income:

- Hire of halls/rooms at various sites

- Allotment rents
- Flat rental
- Other minor miscellaneous income

Hire and rental fees are reviewed annually as part of the budget setting process.

The precept has been fully received and verified to remittance advices and the bank statement. The Council Tax Support Grant (CTSG) is appropriately accounted for.

At the interim audit date, 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.

Final Audit

The precept income was tested to third party evidence supplied to the auditor and has been correctly shown in box 2. I have amended box 2 & 3 for £1 rounding that the external auditor would otherwise comment on.

At the year-end date the council has £56,496 of debtors (2019: £49,893)

- | | | |
|----------------|---------|--|
| • VAT | £48,624 | (2019: £35,983) - error see note 14 not 16 page 11 of accounts |
| • Sales Ledger | £7,872 | (2019: £13,910) |

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.

The council has a small float of £500 balanced as necessary. It is used for small items which seem entirely appropriate. The authorisation process is signed off by the Clerk.

At the interim audit date, 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 & 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.

Interim Audit

The Council uses Sage payroll and completes all aspects of payroll internally. Employees are paid with reference to NJC salary scales.

At the interim audit date, 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.

Final Audit

The amounts shown on the AGAR, were reconcilable to the payroll records, there were no errors.

Monthly and year-end PAYE and NI deductions and returns have been submitted online, on time to HMRC. There were no errors recorded or late payments to HMRC during the financial year under review. The PAYE and NI liability for March 2020 was paid after date.

All Council employees are paid through the payroll for all Council work undertaken. No employees are paid separately for any other Council work undertaken. Casual labour payments are correctly recorded via the payroll. Councillors were paid allowances in June via the payroll.

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 & FINAL AUDIT)

Internal audit requirement

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

Interim Audit

The Council has a fixed asset register which documents its assets correctly stated as historic or proxy cost. The register contains geo-tags for externally located assets along with other detailed information.

At the interim audit date, I am of the opinion that the control objective of "Asset and investments registers were complete and accurate and properly maintained" has been met.

Final Audit

The loan interest and capital repayments were agreed to PWLB debt management letters and the closing balance to the end of year statement letter. There were no errors.

The Council does not hold any long term investments i.e. over 1 year. Any addition to the asset register is normally with a cost value greater than £1,000.

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 & CASH (INTERIM & FINAL AUDIT)

Internal audit requirement

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

Interim Audit

At the interim audit date the council had a reconciled bank position which has been signed in accordance with Financial Regulations and signed off at the Audit Panel meeting. I have reviewed the reconciliation and there were no errors.

The Council reports quarterly on performance against budget. The confirmed quarter 1 information show the Council on track against projected income and expenditure, and through discussion with the Clerk, it is anticipated the quarter 2 position will be similar.

At the interim audit date, 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.

Final Audit

At the year-end date the council had a reconciled bank position. I have reviewed the reconciliation there were both outstanding payments and outstanding lodgements.

The council has two active bank accounts, together with petty cash. None of the accounts are long term investments and as such do not need to be disclosed in box 9 of the AGAR.

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.

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 – income & expenditure 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 2018/19 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	<i>responded to matters brought to its attention by internal and external audit.</i>	YES – where matters are raised, action taken by council

	audit.		is recorded in the minutes.
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>	YES – no matters were raised 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		2018/19	2019/20	Auditor Notes
1	Balances brought forward	761,420	994,506	Agrees to 2019 cfwd
2	Precept or Rates and Levies	1,036,301	1,093,813	Agrees to third party evidence provided to auditor subject to £1 rounding
3	Total other receipts	259,953	818,287	Agrees to underlying records - subject to £1 rounding
4	Staff costs	489,156	505,769	Agrees to underlying records
5	Loan interest/capital repayments	10,056	10,056	Agreed no loans
6	All other Payments	563,956	678,530	Agrees to underlying records
7	Balances carried forward	994,506	1,712,251	Casts correctly agrees to balance sheet (subject to £ rounding)
8	Total value of cash and short term investments	938,081	1,724,477	Agrees to reconciliation
9	Total fixed assets plus long term investments and assets	3,236,060	3,236,060	Agrees to register
10	Total borrowings	44,577	636,437	Agrees to third party evidence provided to auditor
11	For Local Councils Only) Disclosure note re Trust funds (including charitable)	YES	NO	Completed
		✓		

The year-end accounts have been correctly prepared on the income & expenditure basis with the box 7 & 8 reconciliation properly completed.

The AGAR correctly casts and cross casts and the comparatives have been correctly copied over from the 2018-19 AGAR.

The variance analysis is required because there are variances greater than 15% and £500. This has been prepared on a summary table basis.

I am of the opinion the AGAR will be ready for submission to the external auditor within statutory time scales and 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 2018/19, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2018/19 AGAR tick “not covered”)

Not applicable.

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

The authority has demonstrated that during summer 2019 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.

Due to the Covid 19 outbreak, the statutory deadlines have been changed as follows:

The publication date for final, audited, accounts will move from the 30 September to 30 November 2020 for all local authority bodies. To give local authorities more flexibility, the requirement for the public inspection period to include the first 10 working days of July has been removed. Instead, local authorities must commence the public inspection period on or before the first working day of September 2020.

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

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 are due to come into force on 30 April 2020.

The relevant dates as set by Lewes Town Council Parish Council are set out in the table below.

Inspection - Key date	2018/19 Actual	2019-20 Proposed
Accounts to approved at full council	20 th June 2019	30 th July
Date Inspection Notice Issued and how published	21 st June	31 st July
Inspection period begins	24 th June	10 th August
Inspection period ends	2 nd August	21 st September
Correct length	Yes	yes
Common period included?	Yes	yes
Summary of rights document on website?	Attached to inspection announcement	Attached to inspection announcement

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.

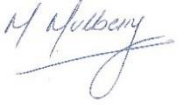
M. TRUSTEESHIP (INTERIM AUDIT)**Internal audit requirement**

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

The Council has the Town Brook Trust, where it operates as the sole managing trustee. Where necessary separate meetings are held and the Clerk monitors this. Accounts and returns are up to date with the charities commission.

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

Kind regards
Yours sincerely

A handwritten signature in black ink, appearing to read 'M. Mulberry', with a stylized flourish at the end.

Mark Mulberry

Agenda Item No: 9

Report No: FC004/2020

Report Title: Annual Governance & Accountability Return 2019/20

Report To: Full Council

Date: 30th July 2020

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 2020
- 2 That Lewes Town Council approves the statutory annual return for the year 1st April 2019 to 31st March 2020, 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 latest amendments to the statutory audit regime affecting local councils were introduced by the Accounts & Audit (England) Regulations 2015. The changes directly affect the Council as it falls into a category where the criteria have been revised. There have been some revisions to the Audit Code of Practice made under these regulations, and these have been accommodated.

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. Under earlier audit regimes, 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), for forwarding to the appointed external auditors is usually 30th June – extended by two months in 2020 due to Covid-19. A booklet of accounts is appended. These documents are posted on our website. The auditors also specify a range of sample documents each year 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).

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 is also 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 26th June 2020

Report FC004-2020 Annual Return & Accounts 2019-20 Year

Annual Internal Audit Report 2019/20

ENTER NAME OF AUTHORITY

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation **during** the financial year ended 31 March 2020.

The internal audit for 2019/20 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	Agreed? Please choose one of the following		
	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 and year-end bank account reconciliations were properly carried out.			
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 2018/19, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2018/19 AGAR tick "not covered")</i>			
L. The authority has demonstrated that during summer 2019 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.			
M. (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

DD/MM/YY

DD/MM/YY

DD/MM/YY

ENTER NAME OF INTERNAL AUDITOR

Signature of person who carried out the internal audit

SIGNATURE REQUIRED

Date

DD/MM/YY

*If the response is 'no' you must include a note to 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 2019/20

We acknowledge as the members of:

ENTER 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 2020, 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:

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

Other information required by the Transparency Codes (not part of Annual Governance Statement)
Authority web address

AUTHORITY WEBSITE ADDRESS

Section 2 – Accounting Statements 2019/20 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
			<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.</i>
			<i>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 2020 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 REQUIRED

Date

DD/MM/YY

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

DD/MM/YY

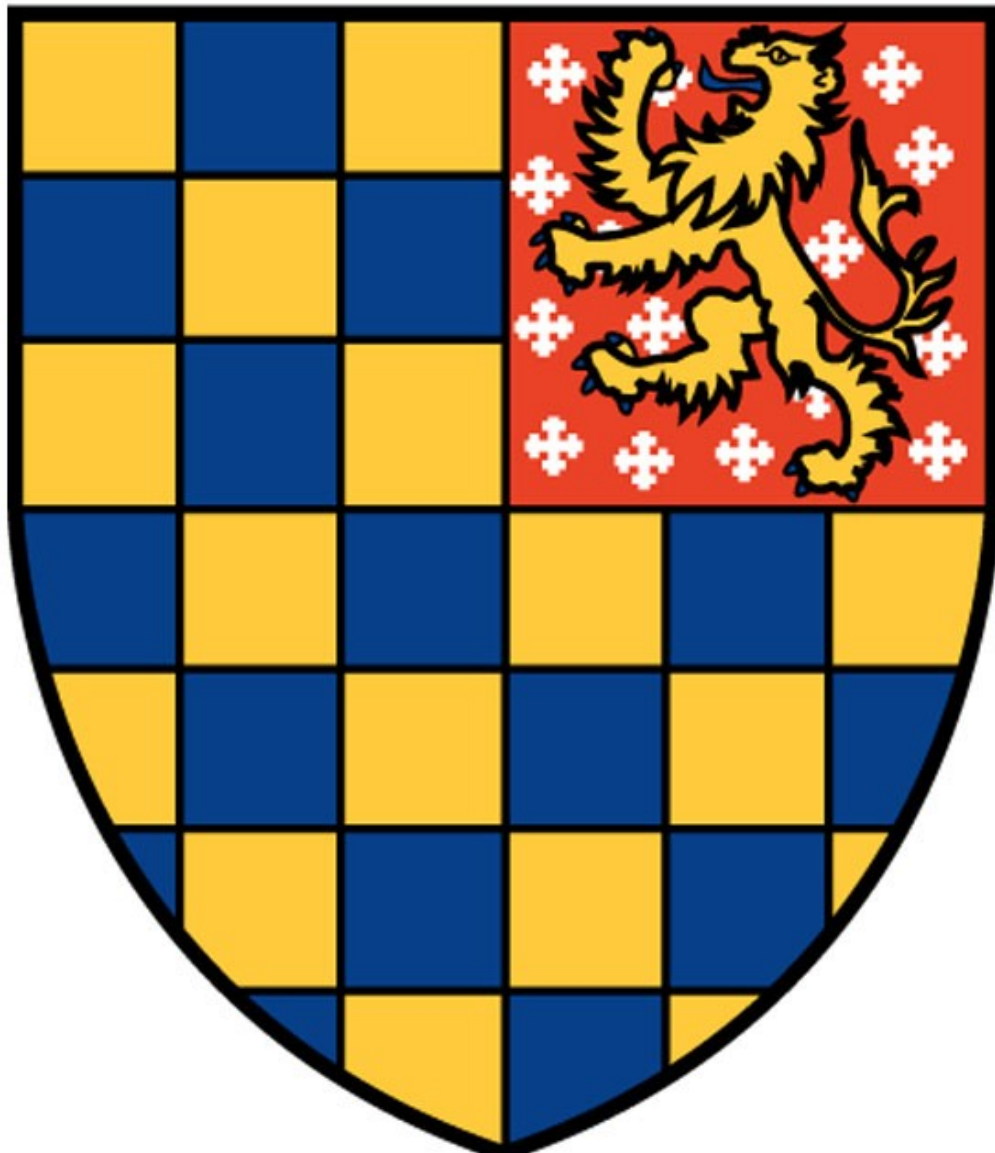
as recorded in minute reference:

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 2019 to 31st March 2020
SUBJECT TO AUDIT

Council Information
For the Year ended 31 March 2020

Councillors

Clr Janet BAAH

Clr Matthew BIRD

Clr Richard BURROWS

Clr Guy EARL

Clr Robert HANDY

Clr Oliver HENMAN

Clr James HERBERT

Clr John LAMB

Clr Imogen MAKEPEACE

Clr Dr Wendy MAPLES

Clr Dr Graham MAYHEW

Clr Merlin MILNER

Clr Ruth O'KEEFFE

Clr Shirley-Anne SAINS

Clr Jonathan VERNON

Clr Richard WARING

Clr Stephen WISCHHUSEN (known as CATLIN)

Clr 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 2020

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 Total Movement in Reserves

This summarises the total gains and losses of the Council and their effect on the Council's reserves during the year.

Notes to the Accounts

These provide further information on the 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.

Responsibilities for the Statement of Accounts

Year ended 31 March 2020

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 2020 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 2020, and its income & expenditure for the year ended 31st March 2020.

Signed:.....

Date:.....

Steve Brigden

Town Clerk and Responsible Finance Officer

Statement of Internal Control

Year ended 31 March 2020

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

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
Clr John Lamb
Mayor of Lewes 2019-21

Signed
Steve Brigden
Town Clerk & Responsible Financial Officer

Date

Date

Lewes Town Council
Income and Expenditure Account
for the Year ended 31st March 2020

2019 Nett Expenditure	Cost Centres	Notes	2020 Gross Expenditure	2020 Gross Income	2020 Nett Expenditure
126,742	Corporate Admin		135,875		135,875
124,628	Civic Admin		103,421	452	102,969
48,291	Mayoralty		57,174	2,188	54,986
160,140	Town Hall		248,618	91,690	156,928
91,039	All Saints		151,941	57,860	94,081
26,771	Malling Community Centre	17	81,740	608,147	(526,407)
54,413	Pells		48,907	383	48,524
116,634	Open Spaces		162,828	655	162,173
24,808	Allotments		33,965	8,911	25,054
0	Election Expenses		18,040		18,040
26,480	S137/GPoC Expenditure	5	45,000		45,000
-15,519	Other Grants and Sponsorship		88,023	44,947	43,076
<hr/>			<hr/>		
784,428	COST OF SERVICES		1,175,532	815,233	360,299
(1,036,301)	Precept Received			1,093,814	(1,093,813)
(2,323)	Interest and Investment Income	2		3,054	(3,054)
10,056	Loan Repayment		10,056		10,056
11,055	VAT Unclaimable	14	8,768		8,767
<hr/>			<hr/>	<hr/>	<hr/>
-233,086			1,194,356	1,912,100	(717,745)
(761,420)	Balance Brought Forward				(994,506)
<hr/>					<hr/>
(994,506)	Balance Carried Forward				(1,712,251)
<hr/>					<hr/>
638,439	Earmarked Reserve Balance B/F	18		858,653	
348,035	Transferred from General Fund			881,170	
(127,821)	Transferred to General Fund			(250,035)	
858,653	Earmarked Reserve Balance C/F				1,489,788
122,981	General Fund Balance Brought Forward			135,853	
(11,083)	Surplus/(Deficit) for the Year			86,610	
122,981	General Fund Balance C/F				222,463
<hr/>					<hr/>
994,506	Balance Carried Forward				1,712,251
<hr/>					<hr/>

NOTE: Totals may be affected by "rounding" convention

**Lewes Town Council
Balance Sheet
as at 31st March 2020**

Year Ended 31 March 2019	Notes	Year Ended 31 March 2020
£		£
	CURRENT ASSETS	
4,378	Stock 8	2,615
13,910	Debtors 9	7,872
30,713	Payment in Advance	5,138
35,982	VAT Recoverable 14	48,624
938,081	Cash in Hand	1,724,477
1,023,065	TOTAL ASSETS	1,788,726
	CURRENT LIABILITIES	
24,861	Creditors 10	38,475
3,698	Receipts in Advance	
0	Accruals	38,000
0	VAT Payable	
28,559	TOTAL LIABILITIES	76,475
	NET ASSETS	
994,506		1,712,251
	Represented by: 18	
135,853	General Fund	222,463
858,653	Earmarked funds	1,489,788
994,506		1,712,251

.....
Cllr John Lamb
Mayor 2019-21

.....
Steve Brigden
Responsible Finance Officer

Date:.....

Date:.....

Lewes Town Council**Notes to the Accounts****Year Ended 31 March 2020****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	2019	2020
	£	£
Interest Income – General Funds	2,323	3,054

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:

	2019	2020
	£	£
Recruitment Advertising	656	0
Marketing Advertising	266	300
Other Publicity	1,145	1,126
Community Cinema operating advertisements	160	0
TOTAL	2,227	1,426

Lewes Town Council**Notes to the Accounts****Year Ended 31 March 2020****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 is 14 (8 full-time; 6 part-time).

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

	2019	2020
	£	£
Chief Executive Officer/Head of Paid Service (Town Clerk)		
Gross salary received	65,933	66,263
Employer’s contribution to LGPS	11,375	11,602
This represents a multiple of 2.71 compared with the <i>median</i> of all salaries		
Members’ Allowances paid in the year	4,252	4,965

7. Auditors remuneration

Fees due to Littlejohn LLP, external auditors, were £2,000 (2019: £2,000).

Fees paid to Mulberry & Co, internal auditors, were £447 (2019: £447)

8. Stock

	2019	2020
	£	£
Resale & civic items; protective clothing; materials	1,940	not available
Town Hall consumable stores	474	690
All Saints consumable stores	671	1779
Stationery	*1,293	*146
TOTAL	4,378	2,615

* includes stock pre-printed items, at valuation

Lewes Town Council**Notes to the Accounts****Year Ended 31 March 2020****9. Debtors**

	2019	2020
	£	£
Trade debtors (No debts were more than 3 months old)	13,910	7,872
VAT (see Note 14)	35,982	48,624
TOTAL	49,893	56,496

10. Creditors and Accrued Expenses

	2019	2020
	£	£
Creditors	24,861	38,475
Receipts in Advance	3,698	0
Accruals	0	38,000
TOTAL	28,559	76,475

11. Operating Lease Commitments

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

	2019	2020
	£	£
Photocopier and doormats	2,450	2,694

12. Loans (amounts outstanding)

	2019	2020
	£	£
Public Works Loan Board (1999 – 2023)	44,577	36,437
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.		

	2019	2020
	£	£
Public Works Loan Board (2020 – 2035)	0	600,000
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 17.4% of employees' pensionable pay plus a fixed sum of £19,000. Scheme administrators have notified employer contribution rates for the following year as: 2020/21: 'Primary rate' 18.2%, plus a 'Secondary rate' of 3.9%.

Lewes Town Council**Notes to the Accounts****Year Ended 31 March 2020****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.

The amount shown is the value of recoverable tax, *ie* owed to the Council by HM Revenue & Customs.

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

These include items such as Council Tax Reduction Support Grant (CTRSG). Government changes in 2012 gave Principal councils freedoms to remove/alter existing exemptions and discounts from local council tax. 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.

Not all Billing Authorities in England have done this, but Lewes District Council has passed-on the following payments of this grant:

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 increases the calculated Band ‘D’ equivalent value; regardless of any change in Lewes Town Council’s budget requirement.

This entry also includes receipts such as Community Infrastructure Levy, which is received from the Planning Authority (South Downs National Park Authority). This was £12,324 in 2019/20

17. Mallong Community Centre

Lewes Town Council is regenerating the Mallong (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. Works will be funded from accrued balances in Earmarked Reserves and a loan from the Public Works Loan Board. This loan (£600,000) is included on our Income & Expenditure account as gross income, which is the reason for the apparent high value. This value is now held in the Earmarked Reserve and will be expended in 2020/21, as the project reaches completion.

Lewes Town Council
Notes to the Accounts
31 March 2020

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	Opening Balance	Transfer from General Fund	Transfer to General Fund	Total
	£	£	£	£
Earmarked Reserves				
R1 Town Hall	52,000	60,000	0	112,000
R2 All Saints Centre	27,800	10,000	6,980	30,820
R3 Open Spaces	7,000	1,000	0	8,000
R4 Lewes Priory	280	280	0	560
R5 Pells Lake	11,929	20,000	0	31,929
R6 The Pells	123,239	10,000	0	133,239
R7 Commemorations Fund	2,092	2,000	0	4,092
R8 Environment Enhancement Fund	17,727	1,000	0	18,727
R9 Town Clocks	300	1,800	0	2,100
R10 Malling Community Centre	352,500	677,790	53,000	977,290
R11 Placeholder for future projects	0	0	0	0
R12 Neighbourhood road-salt bin grants fund	2,583	0	0	2,583
R13 Election costs reserve	11,805	11,000	17,805	5,000
R14 Devolution process	0	0	0	0
R14A Devolution process (tranche 2 Prov'n)	66,600	0	0	66,600
R15 ICT Replacement	7,250	5,000	12,250	0
R16 Renewable Energy	30,000	10,000	0	40,000
Projects committed or in progress				
P1 Our Pictures Project	0	1,000	0	1,000
P2 Historic plaques programme (with FoL)	28	300	0	328
P3 Magic Circle (with FoL)	36,000	0	36,000	0
P4 New Website	5,820	2,000	7,000	820
P5 Neighbourhood Plan	1,200	1,000	0	2,200
P6 Placeholder for future projects	0	0	0	0
P7 Bus service Support	0	17,000	17,000	0
P8 Allotments improvements	0	0	0	0
P9 Pedestrian crossings (contribn to ESCC)	52,500	0	0	52,500
P10 General Fund Reinstatement	50,000	50,000	100,000	0
	858,653	881,170	250,035	1,489,788

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	135,853	86,610	222,463

* 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.

Lewes Town Council**Accounts****31 March 2020****Information on Assets Held**

	31/03/2019	Movement in the Year Acquisitions	31/03/2020	Method of Valuation
	£	£	£	
Operational Land and Buildings				
Lewes Town Hall	1,925,926	0	1,925,926	*
All Saints Centre	362,727	0	362,727	*
Pells Swimming Pool	131,250	0	131,250	*
Non-Operational Land and Buildings				
Malling Community Centre	85,000	0	85,000	**
Equipment				
Computer Equipment	10,948	0	10,948	*
Franking Machine	472	0	472	*
Infrastructure Assets				
Bus Shelters	42,193	0	42,193	*
Town Seats and Benches	21,707	0	21,707	*
Waste Bins	3,027	0	3,027	*
Town Signs	5,877	0	5,877	*
Community Assets				
Lewes Priory site	24,000	0	24,000	**
The Pells Land	15,000	0	15,000	**
Allotments	26,500	0	26,500	**
The Town Plate	237,790	0	237,790	**
Works of Art	252,500	0	252,500	**
St. Michael's Town Clock	21,000	0	21,000	**
Civic Robes	35,670	0	35,670	**
Antique House Clock	2,370	0	2,370	**
Antique Books	2,100	0	2,100	**
War Memorial	1	0	1	***
Land at Landport Bottom (50% share with Lewes District Council)	1	0	1	***
Love Lane Tree Belt	1	0	1	***
Tom Paine Statue, Library terrace [private gift to town]	30,000	0	30,000	****
	3,236,060	0	3,236,060	

* 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)

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

*** Nominal value/community asset

**** Valuation for insurance purposes

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

Agenda Item No: 10 **Report No:** FC005/2020
Report Title: Corporate Risk Assessment 2020/21
Report To: Full Council **Date:** 30th July 2020
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 2020-21 municipal year.

This does not account for the effects of Covid-19, as these will be 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 25th June 2020

Assessment year: 2020

<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"/>

<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:

Overall totals/s cores **300** **290** **0**

Date:

Position:

How to complete:

1. Review each area and the number of uncontrolled risks.
2. Decide which area is at most risk and should be actioned firstly mark this as number one.
3. Repeat on all areas until all uncontrolled areas are allocated.

Agenda Item No: 11 **Report No:** FC006/2020
Report Title: Change to Councillors individual duties
Report To: Full Council **Date:** 3^{0th} July 2020
Report By: S Brigden, Town Clerk

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

Recommendation(s):

1 That these changes be noted.

Information:

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

A table of current appointments is appended, for information.

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

Members Individual Duties:

Planning Committee:

Cllr J Herbert has stepped down from this appointment.

This leaves 8 appointed members (Council has not established a complement for this committee.)

S Brigden
July 2020

Councillors individual duties 2020/21



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 sus' y goals W/pty	Open Council W/p	Eqy;Drivy;Incl	Devolution W/pty					
Janet	Baah	✓		✓							✓			✓		✓						
Matt	Bird				✓					✓	✓	✓		✓	✓							
Richard	Burrows	✓	✓			✓		✓		✓							✓					
Stephen	Catlin (<i>Dep^o Mayor</i>)		✓	✓	✓	✓		✓	✓		✓	✓	✓		✓	✓	✓					
Guy	Earl	✓					✓		✓			✓					✓					
Rob	Handy			✓						✓	✓					✓						
Oli	Henman		✓				✓			✓	✓		✓	✓	✓		✓					
James	Herbert	✓	✓				✓	✓			✓			✓	✓	✓						
John	Lamb (<i>Mayor</i>)			✓	✓							✓										
Imogen	Makepeace		✓	✓		✓	✓		✓		✓			✓	✓							
Wendy	Maples		✓	✓	✓	✓			✓						✓	✓	✓					
Graham	Mayhew	✓				✓	✓		✓			✓	✓				✓					
Merlin	Milner			✓	✓			✓			✓	✓										
Ruth	O'Keeffe	✓	✓					✓	✓	✓	✓		✓	✓	✓							
Shirley-Anne	Sains	✓		✓						✓			✓		✓							
Jonathan	Vernon								✓	✓	✓				✓							
Richard	Waring							✓			✓	✓			✓							
Kate	Wood		✓			✓	✓		✓				✓		✓		✓					

Agenda Item No: 12 **Report No:** FC007/2020
Report Title: Retention of Internal Auditor
Report To: Full Council **Date:** 30th July 2020
Report By: S Brigden, Town Clerk

Purpose of Report: To recommend retention of an Internal Auditor.

Recommendation(s):

- 1 That Mr Mark Mulberry, of Mulberry & Co., 9 Pound Lane, Godalming, Surrey, GU7 1BX be retained as Internal Auditor to Lewes Town Council for the 2020/21 financial year.
-

Information:

1. The Council is subject to a statutory audit regime defined by the Local Audit and Accountability Act 2014 and The Accounts and Audit Regulations 2015 (SI2015/234).
2. All local councils are required at least once a year to confirm “in accordance with proper practices”, a review of the effectiveness of their system of internal control including a review of internal audit. Since 2003, when such regulations were first extended to Parish Councils, this has been reported as part of Lewes Town Council’s published accounts booklet and consistently been remarked as good practice by internal and external auditors.
3. It should be noted that the term *internal* auditor (IA) can be misleading, as this is an independent external consultant, commissioned direct by a Council – contrasting with the *external* audit currently carried-out by government-appointed contractors.
4. The IA has a role in reviewing the effectiveness of control measures that the council decides to put in place and Lewes Town Council has been consistently fortunate to retain the services of IA’s who were extremely experienced in high-level local government financial management. The first was the (then) recently retired Director of Finance at Wealden District Council. Following his untimely death in 2005, the Council retained another professional, recently retired from an extended career with the District Audit Service (a division of the Audit Commission), who subsequently fully retired at the close of the 2010/11 account year.
5. Both the Society of Local Council Clerks (SLCC) and The Sussex & Surrey Associations of Local Councils (SSALC) maintain (short!) lists of “jobbing” internal auditors, but there is only one prospect registered who offers experience and qualifications appropriate to the work of a larger Parish: Mark Mulberry, of Mulberry & Co; principal of a professional accountancy and auditing practice who, coincidentally, manages SSALC’s own finances and who also provides audit services to other larger councils in Surrey and Sussex. Mr Mulberry has acted as IA for Lewes Town Council since the 2011/12 financial year and has developed a thorough understanding of our particular operating environment (LTC is one of only around 70 [out of circa 10,000] parish councils in England with a precept of over £1million).
6. Mr Mulberry is a Chartered Certified Accountant, Registered Tax Advisor; and Registered Auditor and principal of a private practice based in Surrey.
7. The practical plan for internal audit at Lewes is effected in two parts: the first concentrating on systems and procedures and the second on financial aspects. These are carried out in the autumn and spring respectively. As part of the process a written plan and other associated information are provided to ensure the council can fulfil its obligations. At the end of the process a comprehensive report is submitted to council, confirming that statutory declarations may be made with confidence.
8. Fees are charged based on time spent and, as members of SSALC, Lewes enjoys a significant discount off the normal commercial rate. In addition, there is a small charge for travel cost but not for travel time. Mr Mulberry’s fee is considered extremely reasonable and compares very favourably with other audit costs, such as the statutory external audit.

S Brigden 8th July 2020

Agenda Item No: 13 **Report No:** FC008/2020
Report Title: National review of Code of Conduct for Members - Consultation
Report To: Full Council **Date:** 30th July 2020
Report By: S Brigden, Town Clerk

Purpose of Report: To prompt consideration of a corporate response to national consultation.

Recommendation(s):

- 1 That Council considers its response to the current consultation on the national Model Code of Conduct for Members.

Information:

Further to email 11th June 2020

1. Eighteen months after the Committee on Standards in Public Life reported to the Prime Minister on improving ethical standards in local government, the National Association of Local Councils (NALC) has worked with the Local Government Association (LGA) to take forward the recommendation to develop an updated national model Code of Conduct (CoC) for all tiers of local government. This is an important measure NALC called for and proposed to the committee.
2. The LGA is now [consulting on the proposed national model member code of conduct](#) (*consultation draft available via this link*), and NALC is urging all local (parish and town) councils and county associations of local councils to consider the proposed code and respond to the LGA to share their views. It has been developed in collaboration and is offered as a template for councils to adopt in whole and/or with local amendments. The Local Government Association (LGA) is leading on this and will undertake an annual review of the Code to ensure it continues to be fit-for-purpose, particularly with respect to advances in technology, social media and any relevant changes in legislation.
3. All councils are required to have a local Member Code of Conduct. Oversight and investigations into reported breaches of the Code are the responsibility of an appointed Monitoring Officer who is, for Lewes, the Assistant Director of Legal & Democratic Services for Eastbourne Borough and Lewes District Councils. For consistency across Lewes District, and administrative efficiency in this often-difficult area, parish councils in Lewes District have traditionally followed the same CoC as Lewes District Council itself.
4. The report also recognised that current sanctions available to local authorities are insufficient, and NALC is also calling on the government to take urgent action to introduce the recommendation in the report for a new power for local authorities to suspend councillors for a period of up to six months. NALC considers that failure to introduce this sanction alongside other measures will defeat the effectiveness of wider steps that are being taken to improve ethical standards. Now more than ever, high standards of conduct in government at all levels are needed to protect the integrity of decision making, maintain public confidence and to safeguard local democracy. That is why NALC is also calling for the Committee on Standards in Public Life to publish a timetable for reviewing progress on the implementation of the report's wider recommendations and best practice to ensure this important issue continues to be a priority for action.

S Brigden
20th July 2020

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 30th July 2020

NOM 005/2020 – received from Cllr Baah on 8th July 2020, in the following terms:

It is proposed that:

1 Lewes Town Council will organise an activity, annually in October, to acknowledge Black History Month and celebrate the central role Black and Minority Ethnic groups (BAME) have played in transforming the social, political and economic spheres in the United Kingdom.

Supporting Information:

October is set aside as “Black History Month”. The national curriculum for schools excludes Black histories throughout, and omits the vast contributions Black people have made to the UK. As a result, young people who learn from the national curriculum are not given a full or accurate version of British history, which limits their opportunities and futures in an increasingly diverse social landscape. Black History month was first launched in the 1980’s with the view of challenging racism and educating society about the hidden Black history that was not taught in schools. Namely, recognition of black people who have excelled, overcome, and made history.

An event suitable for the activity would:

1. Vary, depending on a particular year;
2. Have the potential to educate community members about the BAME group;
3. Be non-political but one that celebrates the varied, but rich, legacy of BAME; while challenging the accepted narrative that limits the history of BAME people to slaves and colonial subjects.

An example of such an event this year could be a talk at the Depot by David Olusoga* (depending on his availability), on the lives and experiences of migrants to and from Britain. This could be accompanied by African drumming and dancing.

The BBC have collected films around Black History Month over the years and used as classroom resources for schools. Video clips from such a talk could be relevant for local schools to explore and feed-back on.

*David Olusoga OBE is an historian, writer, broadcaster, presenter and film maker. He is Professor of Public History at the University of Manchester and has presented historical documentaries on the BBC and contributed to The One Show and The Guardian.

Cllr J Baah
8th July 2020

NOM 006/2020 – received from Cllr G Earl on 16th July 2020, in the following terms:

It is proposed that:

1. Lewes Town Council will submit to East Sussex County Council, as the responsible authority, all the findings in respect of the verbal and written submissions received for the symposium “Reinventing Lewes Streets & Shops” hosted online by the Mayor on 15th July 2020, and comments in respect of Active Travel scheme proposals for the town of Lewes.
2. The Council calls upon the County Council to observe all statutory procedures; legal duties and operational guidelines and, in particular, all the necessary consultative surveys of the views and preferences of local residents and businesses in streets and roads most directly affected by current proposals.
3. The Council urges that technical and modelling surveys are carried out in respect of the environmental and economic effects of the intended motor traffic reductions, and also in terms of the maintenance of, or adjustments to, appropriate public transport routes and alternative cycle routes; as well as the maintenance of adequate parking facilities for local residents, with due regard to the topography of Lewes.

4. The Council urges East Sussex County Council to:
- a. Ensure that the transport and appropriate parking needs of elderly and disabled (including visually impaired) residents requiring access to retail, medical and other facilities are fully analysed and taken into account.
 - b. Ensure that the maintenance of efficient delivering facilities for retail and other businesses and private households is considered alongside the environmental priorities of improved facilities for pedestrians and cyclists.
 - c. Protect the retail economy of Lewes at this particularly difficult time, including due attention to the needs of visitors (including tourists) and commuters to Lewes from the surrounding area and further afield, on whom Lewes shops and businesses depend to a great extent.
 - d. Consider the establishment of delivery hubs, including the development of delivery services to such from Lewes shops and businesses as well as online deliverers and from which local shoppers can collect or receive purchased items, in order to reduce excessive motor traffic through the town.
 - e. Consider, for the longer-term, development of a park and ride scheme; with full analysis of its financial viability and public subsidy implications.
 - f. Capitalize on the opportunity to review speed limits and their enforcement throughout the town and conduct an assessment of the volume of through traffic still passing through the town and further measures to permanently reduce this.
 - g. Consider allowing members of the general public use of the car park at County Hall in Lewes for the duration of the ‘Active Travel’ parking suspension, with the aim of supporting visitors to the town and as additional parking for residents and businesses affected by the parking suspension.

Supporting Information:

“Reinventing Lewes Streets and Shops”, an online symposium hosted by the Mayor on 15th July 2020, was attended by over 65 people representing a range of viewpoints surrounding traffic in Lewes and the better integration of motor vehicles with the needs of cyclists, pedestrians, and households.

A government fund of £250Million has been made available for the introduction of cycling and pedestrian improvements in response to trends highlighted by the national lockdown, to:

- enable more people to walk and cycle where possible
- support safe social distancing in areas where people congregate, such as within town centres, high streets or at transport hubs or bus stops

These funds are to be spent by Highway authorities, in collaboration with other councils and stakeholders. In Lewes this is East Sussex County Council (ESCC).

Following an application submitted to the government’s Department for Transport in early June, East Sussex County Council has been allocated £535,145 for phase 1. ESCC have been advised that a further provisional allocation of £1.96m will be available for phase 2 and work will commence on the development of a programme once more details of the funding guidance are provided by DfT; expected in August.

As part of the phase 1 measures, the County Council are now ready to introduce physical distancing measures along Lewes High Street. To allow these measures to be introduced:

- on-street parking bays will be suspended, and barriers will be installed to widen the footway on the south side of the High Street between Eastgate Street and the traffic lights at Westgate Street.
- Loading bays will be retained as well as existing bus stops.
- With the exception of one bay outside No 60, all disabled bays will remain.

These are temporary measures which will be introduced during August and will be in place for a period of at least three months, although it is promised that this timescale will be continually reviewed.

East Sussex Highways website has details of the proposals being introduced:

www.eastsussexhighways.com/emergency-transport-measures

Cllr G Earl 16th July 2020

NOM 007/2020 – received from **Cllr I Makepeace** on 20th July 2020, in the following terms:

It is proposed that:

1. That Lewes Town Council shows support for the Fine Art and Design Extended Diploma students of Sussex Downs College by:
 - Engaging with them as clients of their final year presentation.
 - Offering exhibition space within the Town Hall building to display the work they have produced

Supporting Information:

James DeBiase, Senior Tutor of the Fine Arts and Design Department of Sussex College has invited Lewes Town Council to be the “Client” for the 20/21 cohort of students.

There are currently 14 students who have been working remotely since March, and from December of this year will be preparing for an exhibition to be displayed at the end of March or beginning of April 2021. It’s the requirement of the qualification (the equivalent of 3 A Levels) to plan, promote and display their own artwork. Having an opportunity to showcase their work within the community is highly significant and beneficial in their learning.

The course runs as if it were a professional project and the students are encouraged to engage with the “Client” about the brief (which will be set by the Course Tutor) and to consider the exhibition space itself as integral to the artwork.

This course has had many successful exhibitions in the past, using venues as diverse as a derelict supermarket to Charleston Farm House. In recent years the students have entered a national competition for set or costume design which has resulted in awards and accolades. Their success in the Royal Opera House Design Challenge has led to the student work being displayed at the V&A and the Brazilian Embassy in London and the Charleston show was celebrated and reported on the BBC.

1) Engaging with them as clients of their final year presentation.

1.1) December: Launch of project.

Students would be invited to view the venue and meet us.

1.2) Jan/Feb. 1st client visit (3-4 hours)

Representative(s) of LTC visit the College to see presentations of ideas and offer feedback.

1.3) March. 2nd client visit (3-4 hours)

Representative(s) of LTC visit the College to see outcomes and offer feedback

2) Offering exhibition space within the Town Hall building to display the work they have produced

2.1) end of March. work arrives for display. Open to public for viewing and comments

2.2) one evening or a Saturday . grand opening / celebration - possible awards based on public vote.

2.3) Once on display students could stage guided tours or even run practical workshops aimed at primary and/or secondary schools around Lewes.

- Some costs in the form of refreshments (1.1 and 2.2) would be incurred.
- Possible additional staff hours.
- Subsidy in the form of free venue hire.

The exhibition could remain in place for a month, allowing the Town Hall to benefit from increased public engagement and the interest and delight of staff and members.

More Information about the timeline and process

Dec 2020 (end of Winter term)

Project brief set - covers 3 units - contemporary fine art / exhibiting & presenting work / 1 optional unit from painting/sculpture/photography

Client comes in to introduce themselves, launch and explain the project / possible visit of the site

Jan 2021(start of Spring term)

Contextual input to support the topic/theme of the brief

Students develop creative ideas underpinned by critical knowledge and appreciation of others who have undertaken work on a similar topic/theme of the brief.

Students work on chosen fine art pathway/optional unit related to personal strength and interest.

end of Jan/beg. of Feb

Client 1st visit (usually 3-4 hours) for presentation no. 1

Students present a range (usually 3 at most) ideas as well as a clear articulation of how best to display their work in the space

Client feedback & support taking the best idea forward

Feb-Mar

Students continue to work on best idea>final outcome

beg. of Mar

Client 2nd (usually 3-4 hours) for presentation 2

Student show outcomes. Client passes on final recommendations on amendments or improvements

Presentation adjustments and final decisions

end of Mar (towards end of Spring term)

2-3 days - usually Mon-Wed - students complete outcomes and put up the work for display - supported by staff

Mar-Apr

Work on display and open to public

1 evening or Saturday morning - grand opening / celebration - possible awards based on public vote.

Once on display students could stage guided tours or even run practical workshops aimed at primary and/or secondary schools around Lewes.

end Apr (start of Summer term)

Staff and students return from Easter to take the work down.

Cllr I Makepeace
20th July 2020

Agenda Item No: 17 **Report No:** FC009/2020
Report Title: Remobilization of Council operations
Report To: Full Council **Date:** 30th July 2020
Report By: S Brigden, Town Clerk

Purpose of Report: To apprise Councillors of planned remobilization.

Recommendation(s):

- 1 That Council notes this report.
-

Information:

1. Whilst many government restrictions on social movement and commercial operations have eased, this remains a fluid situation and many constraints still prevail. This evolving situation is routinely monitored, and actions to remobilize operations of Council buildings and office staff will continue to be guided by the underlying principles of caution and care for the health and wellbeing of staff and visitors. There has been noticeable distance between some areas of government guidance and the actual legal position, although it appears that much effort has been put into alignment once anomalies became obvious. Ultimately, the law prevails over any guidance.
2. Recent relaxation of constraints has allowed the reopening of the Pells **play area**, and although aspects of that government guidance have been disputed by the National Association of Play Industries those aspects did not affect us and the site is effectively managed within all Health & Safety requirements. Several monitoring functions are contracted-out via Lewes District Council, and this offers us some reassurance as all sites in Lewes and Eastbourne are covered to a uniform standard. Field operations of our Town Ranger have continued largely unaffected throughout lockdown.
3. Members will recall the discussion at the previous meeting of Council regarding prospects for outdoor swimming pools; and subsequent relaxation of the rules has allowed this. The Council's managing agent, the Pells Pool Community Association, at time of writing planned to re-open the **Pells Pool** on Saturday 25th July.
4. Regarding the **Town Hall and All Saints Centre**, some events may now resume but there remains some distinction between what is allowed at events which are organized by the Council and those by third parties. We have been in frequent contact with regular hirers, many of whom have been customers for many years, and those who may wish to make bookings that might be allowed are aware of their options. Regrettably, several patrons have already taken decisions to effectively 'write-off' the year until at least Christmas, as their particular circumstances dictate. We have been approached by other prospective hirers, some new to the building; some of whom with proposals which are not yet allowable but others where we may be able to assist. An example is the Court & Tribunals Service who are running a national project to find spaces where they can address some of the significant case backlog that has accrued during lockdown. It may be that we can assist them, and discussions have begun. There is, however, a dilemma in maintaining service to those 'regulars' who have continued throughout, such as the National Blood Service.
5. All Saints Centre bookings show some tentative recovery from early September, but from January the booking diary looks almost back to normal. All Saints Centre staff have returned to a modified shift pattern to accommodate various maintenance and repair works and some returning users. Town Hall hirers are, at present, less certain about their positions.
6. Practical rules apply in most areas and we have designed physical measures for offices and letting spaces, with provision of signage; segregated access and circulation routes; anti-viral cleaning products; personal protective equipment, and contactless payment facilities alongside a high-frequency cleaning programme. As hall-hire restrictions ease, regular and prospective are advised as to what is allowed; and with any booking proposals are required to confirm they are aware of

Council measures, and accept them, and to submit their own event-specific risk-assessments for our approval.

7. The **Tuesday Market** held in the Corn Exchange is able to recommence although this depends, as always, upon individual traders who may wish to hire a table. There will be a market on **4th August** and a reasonable number of traders have indicated they will return. The nature of their business is such that bookings are traditionally week-by-week and heavily dependent upon adequate patronage by buyers.
8. **Office operation** is planned to remobilize at the Town Hall on **3rd August**. National scientific advice underlying the ‘headline’ relaxations (such as shops and restaurants) remains to minimize travel to work wherever possible, but it is left to managers to assess risk and permit workers to return if recommended safety measures can be put in place. In the Town Hall office suite, achieving ideal ventilation is not easy; being configured with no opening street windows. It is possible to arrange exchange of air in satisfactory volumes by keeping open several high-level windows in the Corn Exchange and some internal doors and small vent windows, allowing that air to flow into the office space. Priming airflow and exhausting the office air is achievable by several fitted extractor fans; an old installation unused for years but recently tested and still serviceable. We have arranged various physical measures to limit face-to-face contact and will provide anti-viral cleaning products; personal protective equipment, and contactless payment facilities alongside a high-frequency cleaning programme. We will adopt revised patterns of office attendance balanced with home working; designed to minimize the number of individuals at any point in time sharing the very compact office accommodation, kitchens and WC’s, and narrow corridors. This will also maintain some of the positive effects of reduced travel and the associated benefit to the environment; and some elements will be continued in the longer-term. The reception desk will be advertised as open between 10:00am and 2:00pm initially, although staff will be available and telephones and emails dealt with 9:00am-5:00pm. Public reception has been maintained throughout lockdown through email; telephone messaging, and website referrals and the very low number of contacts had highlighted the true nature of demand insofar as the ‘traditional’ visitors to Reception were most often not there for Town Council business. There has been no perceived reduction in service related to ongoing Council work or connections with local partners. All other visits will be strictly by appointment only.

S Brigden

23rd July 2020

Status update

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

Project	description	status at January 2020	Status at July 2020	
1	Town Hall repairs & conservation	Replace boilers; Council Chamber redecoration and replace carpet; Corn Exchange and Lecture Room replace lighting; Yarrow Room replace carpet	Awaiting consultants further report on heating system options viability.	Consultants report on 'refined' options reviewed by Working Party – recommendations for design and implementation being considered by Council 30 th July 2020
2	Pells Lake ecology project	Improvements to water quality. Introduction of aquatic plants W/Party remit to consider structural integrity of lake perimeter. partially completed – specialist report obtained	pending commencement of 3rd-party works in locality to achieve best VFM – links to item 4	pending commencement of 3rd-party works in locality to achieve best VFM – links to item 4
3	Pells Recreation Ground and kiosk/café development (with Santon Group and others)	Engagement with Santon Group and others to improve the “urban realm” in the area as an integral component of necessary flood-defence works; taking the opportunity to replace children's play equipment and introduce equipment for a wider age-range, and to provide an enhanced café facility for the swimming pool, recreation ground, and surrounding parkland.	Pending agreements with PPCA	Continuing
4	Malling (Bridgeview) Community Centre refurbishment	To carry out a comprehensive refurbishment of the community centre, with modern heating and lighting, with improved facilities for community use, including more flexible interior spaces and better integration of the sports changing-rooms with the adjoining sports pitches and recreation ground.	Borrowing approval received 20th November. Contractor agreed possession of site March 2020. works duration 20 weeks	Works commenced 16 th March 2020. Reduced programme continuing subject to Covid-19 restrictions. Anticipated possibility of works completion October. Discussions between Working Party and proposed managing agent (Wave Leisure) on 23 rd June – outcome to be considered by Council 30 th July.
5	Continuing programme of environmental enhancements and specific site improvements	Engage with appropriate projects arising from third-party initiatives (eg highway safety/traffic management). Continuing improvements to own assets (eg allotment sites)	Urgent tree works update received at Council 19th December.	Continuing programme. Emergency project <i>in</i> Ash die-back concluded March 2020. Summary report received by Council 18 th June 2020.
6	Devolution of assets & services	Provide for transfer of ownership of various assets/services from Lewes District Council. (currently subject to ongoing negotiation)	Working Party recommendations considered by Council 19th December. Next stage: further detail from LDC to inform negotiations	Continuing. Discussions pending with LDC – subject to Covid-19 restrictions
7	DECISIONS re Retirement of key staff	Prepare strategy for recruitment of Town Clerk Designate and further staff establishment changes.	Personnel Panel mandated to begin detailed examination of successor Clerk and discuss 6 other posts affected by eligibility for retirement.	Personnel Panel engaged in project. Workshops June/July 2020 reported to Council 30 th July.