



Lewes
Town
Council

Town Hall, High Street
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In accordance with the statutory requirements of the Local Government Act 1972
Schedule 12 Paragraph 26 (2) [A] (Admissions to meetings) Section 1 (4)

Notice is given that an ordinary meeting of Lewes Town Council will be held in
the Council Chamber of Lewes Town Hall
on Thursday 18 January 2024 at 7pm

Members of the public have the right to attend unless a specific decision has been taken to
exclude them

Public session

For 15 minutes prior to the commencement of the meeting, members of the public are invited to question the council on local issues etc. Questions will be answered by the Chair or Town Clerk. These persons will reserve the right to postpone making an answer until the following meeting in order to take advice or undertake research. During this time, outstanding answers from previous meetings will be delivered.

To the Chair and Councillors of Lewes Town Council

**You are hereby summoned to attend an ordinary meeting of
Lewes Town Council on Thursday 18 January 2024
at 7pm at Lewes Town Hall**

Meeting called by Veronique Poutrel - Town Clerk/RFO

Signed: *V Poutrel*

Date: 11 January 2024

Agenda

1. Welcome from the Mayor

2. Apologies for absence

To note any apologies for absence.

3. Declarations of Interest

To receive any Declarations of Interest, including Disclosable Pecuniary Interests (DPI) regarding items on the agenda, under Lewes Town Council's Code of Conduct issued in

accordance with the Localism Act 2011 and The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, SI No. 1464.

4. Chair's report

To receive a verbal report from the Chair.

5. Confirmation of minutes

To receive and approve:

Minutes of the Ordinary Meeting of Lewes Town Council held on 21 December 2023.

6. Minutes of Standing Committees

Planning Committee

Meeting held on 9 January.

Buildings and Amenities

Meeting held on 2 November 2023.

Buildings and Amenities Sub Committee

Meeting held on 8 November 2023.

Finance Committee

Meeting held on 11 January 2024.

7. To receive written reports from representatives to external bodies

Lewes District Association of Local Councils	Councillors Bird and Makepeace
Citizens Advice Bureau	Councillor Baah
Railway Land Wildlife Trust	Councillors Bird and Vernon
Sussex Community Rail Partnership	Councillor Dr Maples
Lewes Priory Trust	Councillors Bird and Vernon
Lewes Priory Trust UNESCO Representative	Councillor Norris
Stanley Turner Advisory Committee	Councillor Burrows
Lewes Conservation Area Advisory Group	Councillors Livesey and Ross
Plastic-free Lewes' Initiative	Councillors Livesey and Gardiner
Low Traffic Town Working Group	Councillor Morgan
Lewes Chamber of Commerce	Councillors Gardiner and Tigg
Sussex Police Community Safety Action Group	Councillor Clarke
Inland Lewes Focus Group	Councillor Clarke
Lewes District Council Planning Service User Group	Councillor Makepeace

8. To nominate a councillor to sit on the South Downs National Park Board

- a) To agree on a representative
- b) To inform ESALC

9. Finance reports and actions

- a) To receive and approve:
 - List of Payments and Receipts for December 2023
 - Bank Reconciliation for December 2023
- b) To note the cost centre summary as being the council's position regarding the budget on 30 December 2023.

10. Banking

- a) To authorise the change of Authorised Signatory in the Natwest current account
- b) To authorise the change of authorised signatory for banking credit card

11. Civic Awards panel

- a) To appoint a panel comprising of the Chair and 4 members
- b) To set a date in early February 2024 to go through the nominee applications

12. Lewes Town Council Fiftieth Anniversary

- a) To set up a Working Party of up to 5 councillors including the Mayor and appoint additional external members to assist with identifying and coordinating activities and events.
- b) To approve the following Terms of Reference:
 - To identify and recommend activities and events for the Fiftieth Anniversary celebrations of Lewes Town Council
 - To provide outline costings for activities
 - To collaborate with Lewes Town Council's Communications Team
 - To report to Full Council for updates and decisions

The Working Party will bring a list of recommendations to February Full Council for approval.

13. Annual Town Meeting

- a) To agree format and content of Annual Town Meeting to be held on 20 March, to include Civic Awards presentation and potential short presentations from grant recipients.

14. To agree on Councillors' Surgeries

- a) To agree on frequency, times and locations.
- b) To agree on councillors.

15. Motion

Cllr Maples

- a) To agree a sub-group to explore formalising the mutual commitment of the Town Council with the Town Crier, extending the 'formal acknowledgement' initiated 7 April 2016 which would look into:
 - Agreement to the status of the Town Crier in relation to the town ('Lewes's Town Crier')
 - Principles of engagement at events as a representative of the town
 - Inclusion in town ceremonial events, as deemed appropriate by the Mayor or Deputy Mayor
 - Agreement to a stipend to cover:
 - membership of the Ancient and Honourable Guild of Town Criers
 - participation in (agreed) Town Crier competitions
 - contributions to costumery and regalia
 - Any other relevant points as needed to present a coherent proposal to Full Council for determination

16. Clerk's report

- a) To receive a verbal report on the operational activities of the council to consider nominations and applications.

17. Exclusion of press and public

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