



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 15 February 2024 at 19:00

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 15 February 2024  
at 19:00 at Lewes Town Hall**

**Meeting called by Veronique Poutrel - Town Clerk/RFO**

**Signed:** *V Poutrel*

**Date: 9 February 2024**

## **Agenda**

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### **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 18 January 2024 and of the Extraordinary Meeting held on 8 February 2024.

#### **6. Minutes of Standing Committees**

##### Buildings and Amenities

Meeting held on 25 January 2024.

##### Planning Committee

Meeting held on 30 January 2024.

##### Extraordinary Personnel

Meeting held on 6 February 2024.

#### **7. To receive written reports from representatives to external bodies**

- a) To note written report from Councillor Makepeace from the NALC women's group as part of the Lewes District Association of Local Councils

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. Standing Committees nominations**

- a) To nominate two representatives on Planning Committee to ensure full representation as required per Standing Orders
- b) To nominate on representative on Personnel Committee to ensure full representation as required per Standing Orders

## **9. Recruitment**

- a) To receive a verbal update from the Town Clerk on recruitment

## **10. Insurance**

- a) To agree to renew the contract with the existing provider for one year from 1<sup>st</sup> April 2024 to 31<sup>st</sup> March 2025.

## **11. Civic Awards panel**

- a) To agree the nominations.

## **12. Business Case**

- a) To approve the use of the Business Case Form when considering a motion, project, event or activity.

## **13. Integrated Movement Strategy**

- a) To agree for Lewes Town Council to receive funds from Lewes District Council to be transferred to the grant recipient.

## **14. Grants**

- a) To make final decisions on grant application requests

## **15. Lewes Town Council Fiftieth Anniversary**

- a) To approve recommendations from working group.

## **16. Clerk's report**

- a) To receive a verbal report on the operational activities of the council.

## **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.