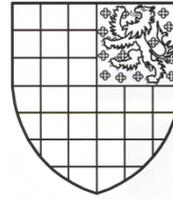


Town Hall  
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**LEWES  
TOWN  
COUNCIL**

☎ 01273 471469 Fax: 01273 480919

✉ [townclerk@lewes-tc.gov.uk](mailto:townclerk@lewes-tc.gov.uk)  
🌐 [www.lewes-tc.gov.uk](http://www.lewes-tc.gov.uk)

**To: Cllrs Baah; Bird; Henman; Herbert; Makepeace and O’Keeffe**

A Meeting of the Working party formed to consider the matter of United Nations Sustainable Development Goals will be held on **Thursday 10<sup>th</sup> December 2020**, via Zoom video-link (*please see below*) at **6:30pm** 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/94430800437>

Or telephone 0131 460 1196 or +44 (0)330 088 5830. Use **Meeting ID: 944 3080 0437**

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

S Bridgen, Town Clerk 3<sup>rd</sup> December 2020

## **AGENDA**

### 1. ELECTION OF CHAIR

To elect a Chairperson for Working Party for the 2020/21 municipal year

### 2. APOLOGIES FOR ABSENCE:

To receive apologies from members of the committee who are unable to attend.

### 3. MEMBER’S DECLARATIONS OF INTEREST:

To note declarations of any personal or prejudicial interests in matters on this agenda.

### 4. QUESTION TIME

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

### 5. MINUTES

To agree Minutes of the meeting held on 28<sup>th</sup> August 2019.

(attached page 3)

### 6. REMIT of the WORKING PARTY

To note the remit of the Working Party as defined by Council (*Minute FC2018/75*) refers:

- To assess the current activities of the Town Council against the 17 over-arching United Nations Sustainability Goals, as well as their sub-categories, to establish what we are doing to help bring about the goals.
- To look at what further activities the Town Council might promote that would enable Lewes to make its contribution towards achieving the goals.
- To create a snapshot report against which all future activities can be measured.

### 7. BUSINESS of the MEETING:

To continue the work of the previous meeting and consider matters within the remit of the Working Party

*For further information about items on this agenda please contact the Town Clerk BY E-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 – questions regarding items on the agenda may be heard at the start of the meeting with the Chair’s consent.

Questions or requests to address the Working Party 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](mailto:townclerk@lewes-tc.gov.uk)**

For guidance on joining online meetings please see the notes overleaf

This agenda and supporting papers can be downloaded from [www.lewes-tc.gov.uk](http://www.lewes-tc.gov.uk)

## 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 (*examples only*):

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

To join the meeting, use this **link**: [zoom.us/j/nnnnnnnnnnnn](https://zoom.us/j/nnnnnnnnnnnn)

**Meeting ID**: 123 4567 8910 (*example only*)

**Password**: 123456 (*example only*)

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 are 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](#).

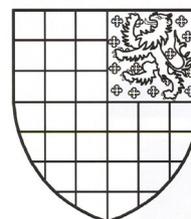
4. If you cannot download the application (or choose not to), or cannot run it, you may join from your internet browser by selecting that option.
5. On first connecting with the meeting you will be admitted to a virtual **Waiting Room**. Please follow any prompts, whether on-screen or audible. Attendees 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 or using the ‘hand up’ icon or sending a Chat message 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 and publicly 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](https://www.zoom.us)



## ***MINUTES***

of the meeting of the Working party formed **to consider the matter of United Nations Sustainable Development Goals**, held on **Wednesday 28<sup>th</sup> August 2019** in the **Council Chamber, Town Hall, Lewes at 7:00pm.**

**PRESENT** Cllrs Baah; Henman; Herbert and Makepeace

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

**UNWP2019/01 ELECTION of CHAIRMAN**

Cllr Baah was elected Chairman of the Committee for the 2019/20 year.

**UNWP2019/02 APOLOGIES FOR ABSENCE:** Apologies had been received from Cllr Bird, who was on holiday, and Cllr O’Keeffe who was attending a funeral.

**UNWP2019/03 DECLARATIONS OF INTEREST:** There were none

**UNWP2019/04 QUESTIONS:** There were none

**UNWP2019/05 REMIT of the COMMITTEE**

Members noted the remit of the committee, as:

A To assess the current activities of the Town Council against the 17 over-arching United Nations Sustainability Goals, as well as their sub-categories, to establish what we are doing to help bring about the goals.

B To look at what further activities the Town Council might promote that would enable Lewes to make its contribution towards achieving the goals.

C To create a snapshot report against which all future activities can be measured

**UNWP2019/06 BUSINESS OF THE MEETING:**

1. The earlier Working Party and found that the Council had a good baseline upon which to build in most of the areas where it had influence. There was an expectation that the upcoming Mayor’s event “Building a Sustainable Lewes” would identify many areas where collaborations and further developments were possible.

2. It was noted that the co-related 17 goals were often grouped as

- > “People”
- > “Prosperity”
- > “Planet”
- > “Peace and a just society”
- > “Partnership”

3. There followed a general discussion on various aspects of sustainability. It was suggested that Councillors might collect information to populate a directory of organizations/individuals working in the field of sustainability, who might make up a ‘map’ of advisers.

4. The previous identification of areas where the Council addressed aspects of the 17 goals was revisited, and ideas for further consideration and development were:

- > Revision of the stated aims and structure of the Councils financial grants scheme to encourage sustainability.
- > Introduction of initiatives to support composting and encourage organic practices on Council allotments (*eg* new prize categories at the annual show, and guidance leaflets).

- › Further develop the imminent (19<sup>th</sup> September) “Building a Sustainable Lewes” event and invite stakeholders to form an extended Sustainable Goals Forum.
- › Support Lewes FC youth outreach programme and assist promotion of club membership.
- › Support school uniform exchange programmes.
- › Instigate a Lewes Youth Council.
- › Encourage Lewes Bonfire Council to promote makers skills by introducing an annual award for costume-making.
- › Support a Lewes Youth Band.
- › Provide access to computer(s) for public use.
- › Promote effective sustainability features of Council buildings as encouragement to other owners of heritage-listed or unusual buildings.
- › Assist in formulation of an integrated transport policy for the town.

**UNWP2019/07**

**CONCLUSIONS/RECOMMENDATIONS:**

Council would be asked to note these considerations and support the approach being taken.

**UNWP2019/08**

There being no other business, the Chairman declared the meeting closed, and thanked everyone for their attendance and contributions.

*The meeting closed at 9:15pm*

Signed.....

Date .....

