



Committee: **Communication and Engagement Committee**
Date: **5 June 2024**
Time: **19:00**
Location: **Council Chamber, Lewes Town Hall**
Present: **Councillors Bird, Maples, Livesey and Morgan**
Officers Present: **Veronique Poutrel (Town Clerk/RFO)**
James Gander (Business Development Officer), Victoria Gray
(communications Officer), Julie Dean (Civic and Allotments
Officer)

Minutes

1. Election of Chair and Vice-Chair

It was resolved that: Councillor Morgan was elected as Chair for this meeting to give the opportunity to Members not present to be put forward for the position of Chair and Vice-Chair.

It was resolved that: Election of Chair and Vice-Chair of the Communication and Engagement Committee be deferred to next meeting.

2. Apologies for absence

Apologies were received from Councillors Herbert, Vernon and West.

3. Declarations of Interest

To receive any Declarations of Interest, including Disclosable Pecuniary Interests (DPI) 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.

No declaration of interest were received.

4. Public question time

To receive questions regarding items on this agenda. Members of the public are invited to ask questions and raise issues which are relevant and are the concern of this committee. A period of 15 minutes is allocated for this purpose. If possible, notice of intention to address the Committee should be given to the Town Clerk by noon the day before the meeting.

Two members of the public were present.

It was resolved that: Standing Orders were suspended and reinstated to allow a member of the public to ask their questions during meeting.

5. Communications and Events

Members received a verbal update from relevant officers on progress relevant to this Committee, highlighting key work.

Communication:

- Council Tax Leaflet
- Annual Town Meeting
- Training for councillors on social media
- Webinar on countering misinformation
- Sheep coming back to Landport Bottom
- Register to vote campaign
- Grants relaunch
- Town Crier
- Community venues information on website
- Fishing season starting again soon

Events:

- Charging structure for Community Venues
- Branding
- Feedback from surveys/hirers
- Looking to improve the website
- Looking at purpose, cost and reach of events
- Annual Town Meeting
- Easter Egg Hunt
- Late Night Shopping – Lewes Town Council will be involved and provide entertainment and drinks supporting local businesses and community engagement

6. Events Policy

It was resolved that: To set up a Task and Finish Group to work on the Events Policy and the list of provisional events for 2024-25 and associated budgetary implications with a view to take it back to an Extraordinary Committee meeting.

Proposed: Councillor Bird

Seconded: Councillor Maples

Councillors Bird, Blackwell (in attendance as a Member of the Public), Livesey, Maples, and Morgan put themselves forward to be part of this Task and Finish Group.

7. Events

It was resolved that: Members received an update from the 50th Anniversary Task and Finish Group and progress made so far.

8. Communications Policy and Strategy

It was resolved that: The Communications Policy be approved.

Proposed: councillor Maples

Seconded: Councillor Livesey

It was resolved that: The Communications Strategy be approved, with some minor tweaks.

Proposed: councillor Livesey

Seconded: councillor Maples

9. Twinning Photo Exhibition

It was resolved that: Lewes Town Council take part in the Photo Exhibition with Twin Towns and to delegate authority to the Town Clerk to spend up to £1,000 on photo workshop and photobook

10. The meeting closed at 2101.