



Lewes
Town
Council

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 extraordinary meeting of Lewes Town Council will be held in
the Yarrow Room of Lewes Town Hall on Wednesday 9 October at 19:00
Members of the public have the right to attend unless a specific decision has been taken to
exclude them

To all Members of Lewes Town Council Communication and Engagement Committee

**You are hereby summoned to attend an extraordinary meeting of the
Communication and Engagement Committee
to be held on Wednesday 9 October 2024 at 19:00 at Lewes Town Hall
in the Yarrow Room**

Meeting called by: Veronique Poutrel - Town Clerk/RFO

Signed: *V Poutrel*

Date: 3 October 2024

Agenda

1. Apologies for absence

To note any apologies for absence.

2. 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.

3. Minutes

a) To approve minutes of 21 August 2024.

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.

5. King's Award for Voluntary Service

- a) To note the details of the nomination process for the [King's Award for Voluntary Service](#)

6. Town Crier

- a) To set up a Task and Finish Group to discuss potential requirements of a new outfit for the Town Crier

7. Filming

- a) To receive an update on filming opportunities

8. Website

- a) To approve the quote for the new website

9. Past events

- a) To note the use of the Debrief Form for all events
- b) To receive an update from recent events (Heritage Open Day, Allotment Competition, Grace TV series)
- c) To receive an update on Mayoral events

10. Events Forward Plan

- a) To note the events coming up and agree related actions
- b) To note dress code requirements for events
- c) To discuss ideas for a celebrity for Christmas Light Switch and delegate authority to the Town Clerk to finalise, with support from Chair of Communication and Engagement Committee

11. 2025-26 Draft List of Events

- a) To note the provisional draft list of events for 2025-26

12. To close the meeting