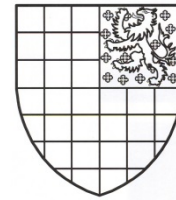


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**LEWES  
TOWN  
COUNCIL**

### To All Members of Lewes Town Council

The 47<sup>th</sup> ANNUAL MEETING of Lewes Town Council will be held on Wednesday 5<sup>th</sup> May 2021, online via Zoom meetings, at 7:30pm 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/94542866591>

Or telephone 0131 460 1196 or +44 (0)330 088 5830. Use Meeting ID: 945 4286 6591

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

S Brigden, Town Clerk, 27<sup>th</sup> April 2021

### AGENDA

1. ELECTION OF MAYOR

To elect a Mayor for the municipal year 2021/22

2. MAYOR'S DECLARATION OF ACCEPTANCE OF OFFICE

To receive the Mayor's statutory declaration of acceptance of office

3. APOLOGIES FOR ABSENCE

To receive apologies from Councillors who are unable to attend

4. APPOINTMENT OF DEPUTY MAYOR

To appoint a Deputy Mayor for the municipal year 2021/22

5. DEPUTY MAYOR'S DECLARATION OF ACCEPTANCE OF OFFICE

To receive the Deputy Mayor's declaration of acceptance of office

6. VOTE OF THANKS

To consider the Motion, reference NOM001/21, as attached

(attached)

7. ATTENDANCE RECORD OF COUNCILLORS 2019/20 & 2020/21

To note details of Councillors attendance for appointed duties.

(to follow)

8. MEMBERS INDIVIDUAL DUTIES

To consider the Motion, reference NOM002/21, as attached.

(attached)

9. APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES

To consider the Motion, reference NOM003/21 as attached.

(attached)

10. BANK SIGNATURE AUTHORITY

To consider the Motion, reference NOM004/21 proposed as attached.

(attached)

11. COUNCIL MEMBERSHIP OF NATIONAL & LOCAL ORGANIZATIONS

To consider the Motion, reference NOM005/21, as attached.

(attached)

*For further information about items on this agenda please contact the Town Clerk BYE-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 of the Council – questions regarding items on the agenda may be heard at the start of the meeting with the Mayor's consent.

This meeting will be held online via Zoom Pro video link. To attend the meeting follow the instructions above.

**\*Members of the public wishing to attend 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 attending online meetings please see the notes on the following page**

## 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)

## NOTICE OF MOTIONS PROPOSED

Motions described below are proposed for consideration by Council at its ANNUAL MEETING on Wednesday 5<sup>th</sup> May 2021

**NOM001/21**, will be proposed in the following terms:

“That this Council records its thanks to Cllr John Lamb, and appreciation for his service to the council and community of Lewes in the office of Mayor during the past two years.” *(to be followed by a brief speech of commendation)*

**NOM002/21** will be proposed in the following terms:

“That the individual duties of Members for the ensuing municipal year shall be as shown in the list included with this Agenda.”

**NOM003/21**, will be proposed in the following terms:

“That the Council’s representatives on outside bodies, for the ensuing municipal year, shall be as shown in the list included with this Agenda.”

**NOM004/21**, will be proposed in the following terms:

“That the Council approve the authorization of Councillors as signatories to the Council’s bank account: as shown in the list included with this Agenda.”

**NOM005/21** will be proposed in the following terms:

“That the Town Clerk be asked to ensure the Council’s continued membership of the approved national and local organizations representing Parish and Town Councils.”

# Councillors individual duties 2021/22

Ref NOM002/21 – Council 5<sup>th</sup> May 2021



**LEWES  
TOWN  
COUNCIL**

## Standing committees, Functional panels and active Working Parties etc

		Bank Signatory	Grants panel	Planning Committee	Audit Panel (6)	Personnel Panel (6)	Finance w/Pty (6)	ASC Steering Group	Comms & Events	Landport Bott Mgt (8)	Transport Committee	Buildings Refurb' nt	Pells land exchange	UN sus' y goals W/pty	Open Council W/p	Egy;Drivy;Incl	Devolution W/pty	Allotments W/pty	MCC Steering Group			
Janet	Baah	✓		✓							✓			✓		✓			✓			
Matt	Bird				✓					✓	✓	✓		✓	✓			✓	✓			
Richard	Burrows	✓	✓			✓		✓		✓							✓	✓				
Stephen	Catlin		✓	✓	✓	✓		✓	✓		✓	✓	✓		✓	✓	✓	✓	✓			
Guy	Earl	✓					✓		✓			✓					✓		✓			
Rob	Handy			✓						✓	✓					✓						
Oli	Henman		✓				✓			✓	✓		✓	✓	✓		✓					
James	Herbert	✓	✓				✓	✓			✓			✓	✓	✓						
John	Lamb			✓	✓							✓						✓	✓			
Imogen	Makepeace		✓	✓		✓	✓		✓		✓			✓	✓			✓				
Wendy	Maples		✓	✓	✓	✓			✓						✓	✓	✓	✓				
Graham	Mayhew	✓				✓	✓		✓			✓	✓				✓					
Merlin	Milner			✓	✓			✓	✓		✓	✓							✓			
Ruth	O'Keeffe	✓	✓					✓	✓	✓	✓		✓	✓	✓							
Shirley-Anne	Sains	✓		✓						✓			✓		✓			✓	✓			
Jonathan	Vernon								✓	✓	✓				✓							
Richard	Waring							✓			✓	✓			✓							
Kate	Wood		✓			✓	✓		✓				✓		✓		✓		✓			



<b>Lewes District Association of Local Councils (2)</b>	<b>Cllr Catlin Cllr O’Keeffe</b>
<b>East Sussex Association of Local Councils (2)</b> <i>(NB: not appointed by Council – nominated by LDALC*)</i>	<b>Cllr Catlin Cllr O’Keeffe</b>
<b>Citizens Advice Bureau</b>	<b>Cllr Lamb</b>
<b>Railway Land Wildlife Trust (2)</b>	<b>Cllr Bird Cllr O’Keeffe</b>
<b>Lewes – Uckfield Line Parishes group</b>	<b>Cllr Catlin</b>
<b>Sussex Community Rail Partnership</b>	<b>Cllr Catlin</b>
<b>Lewes Priory Trust (2)</b>	<b>Cllr Dr Mayhew Cllr Lamb</b>
<b>Stanley Turner Advisory Committee</b>	<b>Cllr Burrows</b>
<b>Lewes Conservation Area Advisory Group</b>	<b>Cllr Bird</b>
<b>‘Plastic-free Lewes’ Initiative (2)</b>	<b>Cllr Henman Cllr Herbert</b>

**MEETINGS of LEWES TOWN COUNCIL – Member attendance record** *(online meetings due to Covid-19 pandemic)*

Councillor	2020							2021			total 10 mtgs
	14 May	18 June	30 July	3 Sep	8 Oct	12 Nov	17 Dec	21 Jan	4 Mar	29 Apr	
Baah	✓	✓	✓	✓	✓	✓	✓	A	✓	✓	9
Bird	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	10
Burrows	✓	✓	✓	✓	✓	✓	✓	✓	✘	✓	9
Catlin <i>(Deputy Mayor)</i>	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	10
Earl	✓	✓	✓	✓	✓	✓	✓	✓	A	✓	9
Handy	✓	✓	A	✓	✓	✓	✓	✓	✓	✓	9
Henman	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	10
Herbert	✓	✓	A	✓	A	✓	✓	✓	A	✓	7
Lamb <i>(Mayor)</i>	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	10
Makepeace	Y	✓	✓	✓	✓	✓	✓	✓	✓	A	9
Maples	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	10
Mayhew	✓	✓	✓	✓	✓	A	✓	✓	A	A	7
Milner	✘	✓	✓	✓	✘	✓	✓	✓	✓	✓	8
O'Keeffe	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	10
Sains	✓	✓	✓	A	✓	✓	✓	✓	✓	✓	9
Vernon	✓	✓	✓	✘	A	✓	✓	✓	✓	✓	8
Waring	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	10
Wood	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	10

**KEY:** ✓ = attended    A = Apologies noted    ✘ = non-attendance; no message received

**LEWES TOWN COUNCIL PLANNING COMMITTEE - Attendance of appointed Members** *(restricted meetings due to Covid-19 pandemic)*

Councillor	2020						2021						Total/8				
						7 Sept	16 Sept	25 Sept	13 Oct	24 Nov	10 Dec		9 Feb			7 Apr	
Cllr Baah						✓	A	A	✓	✓	A		✗			A	
Cllr Catlin						✓	✓	✓	✓	✓	✓		✓			✓	
Cllr Handy						A	✗	A	✓	✓	A		✓			✓	
Cllr Lamb						✓	A	A	✓	✓	✓		A			✓	
Cllr Makepeace						✓	A	A	✓	✓	✓		✓			✓	
Cllr Dr Maples						✓	✓	✓	✓	A	✓		✓			A	
Cllr Milner						✓	A	A	A	✓	✓		✓			✓	
Cllr Sains						✓	A	A	A	✓	A		✓			✓	

**KEY:** ✓ = attended      ✗ = did not attend – no message received      A = Apologies received

# LEWES TOWN COUNCIL

## Working Parties and functional Panels 2020/21

Attendance of appointed Members

KEY: ✓ = attended ✗ = did not attend; no message received A = apologies received

Finance	28/10/20			
Cllr Earl	✓			
Cllr Henman	✓			
Cllr Herbert	✓			
Cllr Makepeace	✓			
Cllr Dr Mayhew	✓			
Cllr O'Keeffe	✓			
Cllr Wood	✓			

Audit Panel	27/7/20	25/11/20		
Cllr Bird	✓	A		
Cllr Catlin	✓	✓		
Cllr Lamb	✓	✓		
Cllr Dr Maples	✓	A		
Cllr Milner	✓	✓		

Personnel Panel	24/4/20	4/6/20	11/8/20	18/8/20	8/9/20	23/9/20	27/11/20	16/12/20	14/1/21	5/2/21	16/4/21	30/4/21
Cllr Burrows	✓	✓	✓	✓	✓	A	✓	✗	✓	✓	✓	✓
Cllr Catlin	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Cllr Makepeace	✓	✓	✓	✓	✓	A	A	✓	✓	✓	✓	✓
Cllr Dr Maples	✓	✓	✓	✓	✓	✓	✓	A	✓	✓	✓	A
Cllr Dr Mayhew	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Cllr Wood	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

Grants Panel	26/5/20	19/8/20	16/9/20	2/12/20	10/2/21	31/3/21
Cllr Burrows	✓	A	✗	A	✓	✓
Cllr Catlin	✓	✓	✓	A	A	A
Cllr Henman	✓	✓	✓	✓	✗	A
Cllr Herbert	✓	A	✗	A	A	A
Cllr Makepeace	✓	✓	A	A	✓	✓
Cllr Dr Maples	✓	✓	✓	✓	✓	✓
Cllr O'Keeffe	✓	✓	✓	✓	A	A
Cllr Wood	✓	✓	✓	✓	A	A

Commemorations	8/9/20			
Cllr Catlin	✓			
Cllr Earl	✓			
Cllr Makepeace	A			
Cllr Dr Maples	✓			
Cllr Dr Mayhew	✓			
Cllr Milner	✓			
Cllr O'Keeffe	A			
Cllr Vernon	✓			
Cllr Wood	✓			



**LEWES TOWN COUNCIL****Working Parties and functional Panels 2020/21**

Attendance of appointed Members

KEY: ✓ = attended ✗ = did not attend; no message received A = apologies received

All Saints Steering Group.	8/4/21			
Cllr Burrows	✓			
Cllr Catlin	✓			
Cllr Herbert	✗			
Cllr Milner	✓			
Cllr O'Keeffe	✓			
Cllr Waring	✓			

Building repairs/refurb	23/6/20	10/9/20		
Cllr Bird	✓	✓		
Cllr Catlin	✓	✓		
Cllr Earl	✓	✓		
Cllr Lamb	✓	✓		
Cllr Dr Mayhew	✓	✓		
Cllr Milner	A	✓		
Cllr Waring	✓	✓		

UN Sustainability W/pty	10/12/20			
Cllr Dr Baah	✓			
Cllr Bird	✓			
Cllr Henman	✓			
Cllr Herbert	✗			
Cllr Makepeace	✓			
Cllr O'Keeffe	A			

Landport Bottom Mgt Cttee	7/7/20	7/10/20		
Cllr Bird	✓	✓		
Cllr Burrows	✓	✓		
Cllr Handy	✓	✓		
Cllr Henman	✗	✓		
Cllr O'Keeffe	✗	✓		
Cllr Sains	✓	A		
Cllr Vernon	A	A		

Equality/Diversity etc	21/7/20			
Cllr Dr Baah	✓			
Cllr Bird	✓			
Cllr Catlin	✓			
Cllr Handy	✓			
Cllr Herbert	A			
Cllr Dr Maples	✓			

**LEWES TOWN COUNCIL****Working Parties and functional Panels 2020/21**

Attendance of appointed Members

KEY: ✓ = attended ✗ = did not attend; no message received A = apologies received

<b>'Open Council'</b>	<b>14/7/20</b>	<b>7/12/20</b>	<b>29/3/21</b>	
Cllr Bird	✓	✓	✗	
Cllr Catlin	✓	✓	✓	
Cllr Henman	✓	✓	✗	
Cllr Herbert	✓	✓	✗	
Cllr Dr Maples	✓	✓	✓	
Cllr Makepeace	A	✓	✓	
Cllr O'Keeffe	✓	✓	✓	
Cllr Sains	✓	✓	✓	
Cllr Vernon	✓	✓	✓	
Cllr Waring	✓	✗	✓	
Cllr Wood	✓	A	A	

<b>Transport Cttee</b>	<b>26/11/20</b>	<b>13/4/21</b>		
Cllr Dr Baah	✓	✓		
Cllr Bird	✓	✓		
Cllr Catlin	✓	✓		
Cllr Handy	✓	✓		
Cllr Henman	✓	✓		
Cllr Herbert	✗	✗		
Cllr Makepeace	✓	✓		
Cllr Milner	✓	✓		
Cllr O'Keeffe	✓	✓		
Cllr Vernon	A	✓		
Cllr Waring	✓	✓		

<b>Allotments W/pty</b>	<b>13/1/21</b>	<b>2/2/21</b>		
Cllr Bird	✓	✓		
Cllr Burrows	✗	✓		
Cllr Catlin	✓	✓		
Cllr Lamb	✓	✓		
Cllr Makepeace	✓	✓		
Cllr Dr Maples	✓	✓		
Cllr Sains	✓	✓		