

Town Hall
High Street
Lewes
East Sussex
BN7 2QS



**LEWES
TOWN
COUNCIL**

☎ 01273 471469 Fax: 01273 480919

✉ info@lewes-tc.gov.uk
📞 www.lewes-tc.gov.uk

To: Cllrs Catlin; Earl; Makepeace; Maples; Mayhew; O'Keeffe; Vernon, and Wood

A Meeting of the **Commemorations Committee** will be held online* on **Tuesday 8th September 2020**, at **3:00pm** which you are summoned to attend.

***VIRTUAL ATTENDANCE:** This meeting can be joined using computer video & 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/91918076333>

Or telephone 0131 460 1196 or +44 (0)330 088 5830. Use **Meeting ID: 919 1807 6333**

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

S Brigden, Town Clerk 3rd September 2020

AGENDA

1. ELECTION of CHAIRMAN

To elect a Chairman for the Committee for the 2020/21 year.

2. QUESTION TIME

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

3. APOLOGIES FOR ABSENCE:

To receive apologies from members of the Working-party who are unable to attend.

4. MEMBER'S DECLARATIONS OF INTEREST:

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

5. MINUTES:

To agree Minutes of the meeting held on 2nd October 2019

(attached, page 3)

6. REMIT of the COMMITTEE

› Originally a Working Party set up in 2012 to address a number of imminent commemorations; this body had its mandate extended in response to the similar considerations arising through to 2019; when it was established as a standing committee to address the continuing volume of noteworthy commemorations foreseeable in the next few years.

› The Commemorations & Events Committee is mandated to consider significant anniversaries/centenaries or similar occasions, and such notable events as may be presented, and to formulate recommendations for Council as to the appropriate recognition of them.

7. BUSINESS OF THE MEETING

Consideration of projects and events:

- a) Black History month *(Cllr Baah will present)*
- b) Tom Paine day *(Cllr Milner will present)*
- c) 'Vote 100' booklet *(request for support – oral report by TC. Document herewith, for committee members only)*

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.

Questions or requests to address the meeting must be sent by email to the Town Clerk at least 3 days in advance.

This meeting will be held online via 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**

For guidance on joining online meetings please see the notes overleaf

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

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.

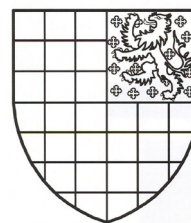
To learn more, a number of helpful FAQ’s and video tutorials are available at www.zoom.us

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**LEWES
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MINUTES

of the meeting of the **Commemorations & events Committee**, held on **Wednesday 2nd October 2019** in the **Yarrow Room, Town Hall**, Lewes at **3:00pm**.

PRESENT Cllrs S Catlin; G Earl; Dr W Maples; Dr G Mayhew(*Chairman*); J Vernon and K Wood

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

Presenting: Ms Brigitte Lardinois (*LightBox project*); Ms Peta King and Kevin Scott (*Lewes High Street Traders Association [HSTA]*) and Graham Festenstein (*Lewes Light Festival*).

Commems2019/10 APOLOGIES FOR ABSENCE: Apologies had been received from Cllr O’Keeffe, who had a work commitment. Cllr Burrows had stepped-down from the Committee. Cllr Makepeace was attending family illness.

Commems2019/11 DECLARATIONS OF INTEREST: There were none

Commems2019/12 QUESTIONS: There were none

Commems2019/13 MINUTES: It was resolved that:

Commems2019/13.1 Minutes of the meeting held on 27th August 2019 are received and signed as an accurate record.

Commems2019/14 BUSINESS OF THE MEETING:

1 The meeting welcomed Ms Brigitte Lardinois, primary organizer of the *LightBox* project. Ms Lardinois explained that the current exhibition of lightboxes was the sixth. Each had been supported by the Council financially and practically, and were publicized with the Council; the Reeves Archive project and the University of the Arts, London (UAL) identified as key partners. The project had been hailed as a great success, with universally positive feedback from host premises and significant national media coverage. Funding had been obtained from several sources, but hitherto each event had been arranged separately. For practicality, as there was a wealth of material available to support events for at least another five years, it was now hoped that partners would agree to commit funds and remove the burden of multiple grant applications each time. There followed a brief discussion on the cycle of exhibitions and prospective themes. Members were interested to learn that there were 45 unpaid volunteers associated with the Lightbox initiative and a further 25 working on the Reeves photographic archive project itself, which held glass plates dating from between 1855 and 1974. UAL had already agreed a five-year commitment and the Town Council was now asked for £3,000 for each of the five years 2020 to 2024. Members were unanimous in supporting this and would recommend it to Council. The Chairman thanked Ms Lardinois for her interesting and informative presentation.

2 Ms King and Mr Scott were welcomed and recounted the most recent developments in the HSTA’s project to provide festive lighting in the town. East Sussex County Council had verbally committed to an agreement for mounting to street lighting fixtures and use of the power supply, and written confirmation had been received from Lewes District Council of a commitment of £10,000 for each of three years 2019 to 2021. The District Conservation Officer’s comments were awaited regarding the fixing of attachment points to some High Street properties, but several were already agreed. Imminent building work on The Crown public house prevented the erection, this year, of the proposed canopy of lights across

the streets above the War Memorial. The total cost of the project for this year was now £37,000 and HSTA members had so far pledged £8,344 with an additional £600 raised through crowdfunding. Mr Scott explained that a Community Interest Company was being set-up and contributions would be ring-fenced for the light project across its three-year initial term. Members were interested in points of detail, and it was noted that the lights would likely be in place and lit until 15th January. HSTA were encouraged to adopt the description of “festive” lighting to avoid direct connection to the religious celebration of Christmas. Committee members agreed that they would recommend to Council that the £10,000 contribution provisionally agreed at its last meeting should now be released.

3 Members welcomed Graham Festenstein, Director of the *Lewes Light* festival, who presented a detailed project budget for the proposed festival in February 2020. This showed that the £8,000 contribution sought from the Town Council would be applied, as in previous years, to ‘core’ cost elements that inevitably increased each year but were not attractive to primary funders such as the Arts Council. It was noted that the cash budget of just under £40,000 took no account of the very significant support also received in-kind from industry suppliers and volunteers. Planning for future years would include approaches to major funders for more long-term agreements, and more robust crowdfunding presentation and on-site collections. Some innovations were under consideration, such as collecting boxes incorporated into the illuminated interpretation panel for an artwork, or payment-operated elements to some installations. The request to the Council was similar to previous years, in that the sum requested was the maximum anticipated cost and the actual amount would be drawn down on the basis of paid receipts after the event. Members were agreed that Council should be recommended to approve release of the provisionally agreed payment of up to £8,000.

Commems2019/15

CONCLUSIONS/RECOMMENDATIONS:

Council would be asked to agree recommendations of the Working Party, as:

1. The Council will be recommended to provide funding of £3,000 to the *Lewes Lightbox* project in each of the five financial years 2020/21 to 2024/25.
2. The Council will be recommended to provide funding of £10,000 to the *Lewes High Street Traders Association festive lighting project* in each of the three financial years 2019/20* to 2021/22.
3. The Council will be recommended to provide funding of up to £8,000 to the *Lewes Light Festival 2020**, to be paid on presentation of receipts.

*If agreed, these costs would fall to the General Fund in the current year but provision would be made in future budgets.

Commems2019/16

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

The meeting closed at 3:50pm

Signed.....

Date