



Lewes
Town
Council

Committee: **Communication and Engagement Committee**
Date: **9 October 2024**
Time: **19:00**
Location: **Council Chamber, Lewes Town Hall**
Present: **Councillors Maples (Chair), Bird, Blackwell, Burrows, Clarke, and Livesey (Vice-Chair)**
Officers Present: **Veronique Poutrel – Town Clerk**
Juie Dean – Civic Officer
Victoria Gray – Communications and Marketing Manager

Minutes

1. Apologies for absence

Apologies for absence were received from Councillors Morgan, Herbert and West.

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.

No declarations of interest were received.

3. Minutes

It was resolved that: Minutes of the Communication and Engagement Committee meeting held on 21 August 2024 be approved.

Proposed: Councillor Blackwell

Seconded: Councillor Livesey

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.

No members of the public were present.

5. King's Award for Voluntary Service

Details of the nomination process for the [King's Award for Voluntary Service](#) were noted and Members encouraged to put suitable groups forward.

6. Town Crier

It was resolved that: A Task and Finish Group consisting of Councillors Maples and Blackwell and ideally an additional Member and the Town Clerk be set up to discuss potential requirements of a new outfit for the Town Crier.

7. Filming

Members received an update on filming opportunities and asked to consider issues such as social values and sustainability. Councillor Blackwell also highlighted the need to ensure that there would be no adverse environmental impact when filming on locations such as Landport Bottom during skylark nesting.

It was noted that a Filming Policy would also be drafted in due course that would cover these points.

8. Website

It was resolved that: Quote from Company B be approved for the new website at a cost of £1,149 + VAT, not including extras, followed by yearly hosting costs.

Proposed: Councillor Bird

Seconded: Councillor Clarke

9. Past events

Members noted the use of the Debrief Form for all events and provided some feedback, including adding number of attendees, resources needed, the theme and people supported. The format of the form was also discussed and will be considered.

Members received an update from recent events and provided feedback on the following:

- Grace – We need to ensure that facilities are left as they are, including keeping courtyard free from rubbish, and ensuring internal and external venue use is appropriately managed
- Allotment Awards Ceremony – Further discussion required regarding where ceremony should take place, but Cttee would welcome the event again occurring alongside Heritage Open Day. Roles and responsibility need to be clearly defined
- Heritage Open Day – We need to think about information we can distribute to visitors and ensure that councillors/volunteers are able to provide details about the Town Hall. Robes were a success and consideration should be given to having other Town Council venues represented next year. Thanks were expressed to Peter Earl and to all the Town Hall volunteers and staff
- 50th Anniversary – The walks went well and activities are now being planned for December. Councillor Clarke will support Councillors Bird and Livesey in reaching out to schools.

- CLICK! Photo context – 4 eligible entries were considered for Lewes and photos shortlisted. A meeting of the three towns will be conveyed on 22 October to agree the winner

Members received an update on Mayoral events.

10. Events Forward Plan

The following events coming up were discussed and related actions agreed:

- Hut Stories – Councillors Livesey and Blackwell are seeking support from other Members to help out on that week-end
- Bonfire Night Supper – following on from the last Task and Finish Group a further meeting was held to discuss details of the evening, as twin towns mayors were not coming over this year. Room capacity together with staff availability also needed to be taken into account in terms of guests and suitable food and refreshments
- Bonfire breakfast – All in hand – only the Interim Town Hall Manager will be on duty at that time. More volunteer Councillors are still needed to help on the day.
- Remembrance Sunday – All in hand and it was confirmed that the usual wreaths were being used
- Armistice Day – All in hand

Members were reminded of the dress code for some events and the need to be respectful. Specific dress code requirements for the Mayor are outlined in the Mayoral Policy; where there are expectations of other members, this will be noted in event communications.

It was resolved that: Ideas for a locally-appreciated person for Christmas Light Switch were discussed and authority delegated to the Town Clerk to finalise the choice, with support from the Chair of Communication and Engagement Committee.

Proposed: Councillor Burrows

Seconded: Councillor Livesey

11. 2025-26 Draft List of Events

The provisional draft list of events for 2025-26 was noted. All events will need to be backed up by an Events Form.

12. The meeting closed at 20:57.

