



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 ordinary meeting of Lewes Town Council will be held in
the Yarrow Room of Lewes Town Hall on Wednesday 4 December 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 ordinary meeting of the
Communication and Engagement Committee
to be held on Wednesday 4 December 2024 at 19:00 at Lewes Town Hall
in the Yarrow Room**

Meeting called by: Veronique Poutrel - Town Clerk/RFO

Signed: *V Poutrel*

Date: 28 November 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

To approve minutes of 9 October 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. Communications

- a) To note the role of the Communications and Marketing Manager
- b) To receive an update from the Communications and Marketing Manager on recent and planned activities

6. Events

- a) To note the debrief notes from recent events (Hut Stories, Bonfire Reception and Supper, Bonfire Breakfast, Remembrance Sunday and Armistice Day)
- b) To agree processes for managing events
- c) To note up-coming Mayoral events
- d) To receive an update on the 50th anniversary week-end
- e) To note the updated provisional draft list of events for 2025-26

7. Mayor's Ball

- a) To receive an update on Mayor's Ball
- b) To approve the quote for the Event Manager

8. 25th Anniversary of the Lewes Flood

- a) To receive an update from the Task and Finish Group
- b) To note the Business Case
- c) To agree to seek a quote from an Event Management company to run the event on behalf of Lewes Town Council

9. Town Crier

- a) To receive an update from the Task and Finish Group regarding work attire for the Town Crier
- b) To note the Business Case

10. Civic Awards

- a) To note the timeline for 2025 awards

- b) To appoint a Civic Award panel comprising of 4 members and the Mayor
- c) To set a date prior to next Communication and Engagement Committee for the panel to consider nominations

11. Annual Town meeting

- a) To note potential requirements for the organisation of the Annual Town Meeting (19 March)

12. Consultation/community engagement

- a) To agree to set up a Task and Finish Group to identify best ways to identify consultation and community engagement requirements for 2025

13. To close the meeting