



Lewes Town Council

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Committee:	Full Council
Date:	18 January 2024
Time:	7pm
Location:	Council Chamber, Town Hall
Present:	Councillors Baah, Bird (Chair), Blackwell, Campbell, Gardiner, Herbert, Livesey, Makepeace, Maples, Norris, Ross, Tigg, Vernon and West
Officer Present:	Veronique Poutrel - Town Clerk/RFO
Members of the public:	None

MINUTES

Reverend Brown shared a few words before the start of the meeting.

1 Welcome from the Mayor

The Mayor welcomed all Members and the new Town Clerk to the meeting.

2 Apologies for absence

Apologies were received from Councillors Burrows, Clarke, Morgan and Todd.

3 Declarations of Interest

There were no declarations of Members' interests.

4 Chair's report

To receive a verbal report from the Chair.

The Chair reported on events that he had been involved with:

- Christmas lunch at King's Church
- Santa's Grotto which was very successful

There had been no wheelbarrow race as the organisation running it, withdrew their application.

The Chair reminded Members of the Holocaust Memorial Day event on Thursday 25 January and prompted them to attend if they are able to.

Copies of the Neighbourhood Plan had been left on tables, should Members wish to take a copy.

Councillor Baah mentioned Guy Earl's wake, which had been a lovely event, remembering his life and many achievements.

5 Confirmation of minutes

It was resolved that: The minutes of the Ordinary Town Council meeting held on 21 December 2023 be accepted as a true and accurate record of the meeting.

Proposed: Councillor Maples **Seconded:** Councillor Herbert

6 Minutes of Standing Committees

Planning Committee

To receive and approve:

Minutes of the Planning Committee held on 9 January 2024.

It was resolved that: The minutes of the Planning Committee held on 9 January 2024 be received and accepted.

Proposed: Councillor Ross **Seconded:** Councillor Livesey

Buildings and Amenities

To receive and approve:

Minutes of the Buildings and Amenities Committee held on 2 November 2023.

It was resolved that: The minutes of the Buildings and Amenities Committee held on 2 November 2023 be received and accepted.

Proposed: Councillor Maples **Seconded:** Councillor Makepeace

Finance Committee

To receive and approve:

Minutes of the Finance Committee held on 11 January 2024.

It was resolved that: The minutes of the Finance Committee held on 11 January 2024 be received and accepted.

Proposed: Councillor Tigg **Seconded:** Councillor Norris

7 To receive written reports from representatives to external bodies

Lewes District Association of Local Councils	Councillors Bird and Makepeace
Citizens Advice Bureau	Councillor Baah
Railway Land Wildlife Trust	Councillors Bird and Vernon
Sussex Community Rail Partnership	Councillor Dr Maples
Lewes Priory Trust	Councillors Bird and Vernon
Lewes Priory Trust UNESCO Representative	Councillor Norris
Stanley Turner Advisory Committee	Councillor Burrows
Lewes Conservation Area Advisory Group	Councillors Livesey and Ross
Plastic-free Lewes' Initiative	Councillors Livesey and Gardiner
Low Traffic Town Working Group	Councillor Morgan
Lewes Chamber of Commerce	Councillors Gardiner and Tigg
Sussex Police Community Safety Action Group	Councillor Clarke
Inland Lewes Focus Group	Councillor Clarke
Lewes District Council Planning Service User Group	Councillor Makepeace

No written reports were received.

Councillor Makepeace reminded Members that she was able to feed into the **Lewes District Association of Local Councils** and that the next meeting was on 23 January 2024.

The Chair reminded Members to let him know of any issues to raise with **Lewes Priory Trust**. Recent topics covered there included education, maintenance/bins and the UNESCO bid and what the role of Lewes Town Council could be. There had also been some discussions around branding across the Cluniac Sites and of the seventieth anniversary of its federation.

Councillor Livesey informed Members that a new Chair had been elected for **Lewes Conservation Area Advisory Group**.

It was resolved that: A review of membership of external bodies would be carried out at next Full Council meeting in March.

8 To nominate a councillor to sit on the South Downs National Park Board

The Clerk outlined the commitments the post required which were discussed by Members who felt that they needed more time to consider the nomination. All agreed that it was key to have a representative.

Councillor Livesey expressed an interest in the position.

a) To agree on a representative

It was resolved that: An Extraordinary meeting of the Full Council would be organised to discuss further and agree on a representative to be put forward before 15 February deadline.

b) To inform ESALC

It was resolved that: The Town Clerk would check final deadline and election date.

9 Finance reports and actions

a) To receive and approve:

- List of Payments and Receipts for December 2023
- Bank Reconciliation for December 2023

It was resolved that: The list of payments and receipts and Bank Reconciliation for December 2023 be approved.

Proposed: Councillor Tigg **Seconded:** Councillor Herbert

b) To note the cost centre summary as being the Council's position regarding the budget on 30th November 2023

It was noted that: The cost centre summary was the Council's position.

Proposed: Councillor Livesey **Seconded:** Councillor Makepeace

10 Banking

a) To authorise the change of authorised Signatory in the NatWest current account

It was resolved that: The change of authorised signatory in the NatWest current account be approved.

Proposed: Councillor Maples **Seconded:** Councillor Baah

b) To authorise the change of authorised signatory for banking credit card

It was resolved that: The change of authorised signatory for banking card credit be approved.

Proposed: Councillor Herbert **Seconded:** Councillor Ross

11 Civic Awards panel

a) To appoint a panel comprising of the Chair and 4 members.

It was resolved that: Councillors Bird, Blackwell, Baah, Herbert and West be part of the panel and that they would meet early February, with a view to update the Full Council in February.

12 Lewes Town Council Fiftieth Anniversary

Members discussed the importance of reflecting on how the town has evolved over the last fifty years and how such an event would help raise awareness of its history.

- a) To set up a Working Party of up to 5 councillors including the Mayor and appoint additional external members to assist with identifying and coordinating activities and events.

It was resolved that: Councillors Bird, Herbert, Blackwell, Baah and Livesey be part of the Working Party.

- b) To approve the following Terms of Reference:

- To identify and recommend activities and events for the Fiftieth Anniversary celebrations of Lewes Town Council
- To provide outline costings for activities
- To collaborate with Lewes Town Council's Communications Team
- To report to Full Council for updates and decisions

It was resolved that: The Working Party will bring a list of recommendations that will have been shared with the Communications Officer, the Civic Officer and the Business Development and Events Officer, to February Full Council for approval.

A wider conversation covered commemorative events such as Rodin Tom Paine and others.

It was resolved that: The Business Development and Events Officer will seek to establish what other commemorative events are taking place to gain a better understanding of other commemorations in the town.

13 Annual Town Meeting

- a) To agree format and content of Annual Town Meeting to be held on 20 March, to include Civic Awards presentation and potential short presentations from grant recipients.

Members discussed how interactive this meeting of electors could be and how we could facilitate conversations with our residents.

Accessibility in terms of how residents could feed in (e.g. online form), asking questions differently was mentioned, together with accessibility on the day of the event.

Councillor Herbert mentioned linking up with schools and GPs.

All members agreed that the event was an opportunity to share positive messages with our residents.

Councillor Blackwell reminded Members of the importance to attend where possible.

It was resolved that: Feedback from the conversation will be communicated to the Communications Officer, Civic Officer and Business Development and Events Officer, to help them shape the programme.

14 To agree on Councillors' Surgeries

a) To agree on frequency, times and locations.

It was resolved that: As well as looking at the possibility of being at the Tuesday Market, other events where Councillors could have a surgery should be considered.

b) To agree on councillors.

It was resolved that: Councillors Maples, Tigg, Ross, Bird, Blackwell, Livesey and Baah will take part.

15 Motion

Councillor Maples

a) To agree a sub-group to explore formalising the mutual commitment of the Town Council with the Town Crier, extending the 'formal acknowledgement' initiated 7 April 2016 which would look into:

- Agreement to the status of the Town Crier in relation to the town ('Lewes's Town Crier')
- Principles of engagement at events as a representative of the town
- Inclusion in town ceremonial events, as deemed appropriate by the Mayor or Deputy Mayor
- Agreement to a stipend to cover:
 - membership of the Ancient and Honourable Guild of Town Criers
 - participation in (agreed) Town Crier competitions
 - contributions to costumery and regalia
- Any other relevant points as needed to present a coherent proposal to Full Council for determination

Members discussed the benefits of the motion and the costs it might incur. There was generally speaking wide support for such initiative.

It was resolved that: Councillors Campbell, Maples, Makepeace, Tigg, Herbert, West and Baah will form a sub-group and report back to Full Council in February.

16 Clerk's report

a) To receive a verbal report on the operational activities of the council to consider nominations and applications.

The Clerk updated Members on key tasks since she started three weeks ago:

- Met with all staff she directly manages
- Visited Malling Community Centre and All Saints Centre
- Started meeting key stakeholders

- Starting to think about key areas of work for 2024/25

17 Close the meeting

The meeting closed at 840pm.

Signed:

Date: