



Lewes  
Town  
Council

Town Hall, High Street  
Lewes, East Sussex  
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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 Council Chamber of Lewes Town Hall  
on Thursday 21 March 2024 at 19:00

Members of the public have the right to attend unless a specific decision has been taken to  
exclude them

### **Public session**

For 15 minutes prior to the commencement of the meeting, members of the public are invited to question the council on local issues etc. Questions will be answered by the Chair or Town Clerk. These persons will reserve the right to postpone making an answer until the following meeting in order to take advice or undertake research. During this time, outstanding answers from previous meetings will be delivered.

### **To the Chair and Councillors of Lewes Town Council**

**You are hereby summoned to attend an ordinary meeting of  
Lewes Town Council on Thursday 21 March 2024  
at 19:00 at Lewes Town Hall**

**Meeting called by Veronique Poutrel - Town Clerk/RFO**

**Signed:** *V Poutrel*

**Date: 15 March 2024**

## **Agenda**

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### **1. Welcome from the Mayor**

### **2. Apologies for absence**

To note any apologies for absence.

### **3. Declarations of Interest**

To receive any Declarations of Interest, including Disclosable Pecuniary Interests (DPI) regarding items 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.

#### **4. Chair's report**

To receive a verbal report from the Chair.

#### **5. Confirmation of minutes**

To receive and approve:

Minutes of the Ordinary Meeting of Lewes Town Council held on 15 February 2024.

#### **6. Minutes of Standing Committees**

##### Finance Committee

Meeting held on 7 March 2024.

##### Personnel

Meeting held on 14 March 2024.

#### **7. Outside bodies**

a) To receive reports from representatives

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

#### **8. Corporate Risk Management Strategy**

a) To approve the Strategy

## **9. Whistleblowing Policy**

- a) To approve the Strategy

## **10. External Audit Report**

- a) To formally receive the External Auditor's Report

## **11. Finance reports and actions**

- a) To receive and approve:
  - List of Payments and Receipts for January/February 2024
  - Bank Reconciliation for January/February 2024
- b) To note the cost centre summary as being the council's position regarding the budget on 29 February 2024.

## **12. SDNP/23/02973/FUL - Former Bus Station Eastgate Street Lewes**

- a) To agree a response from Lewes Town Council

## **13. Sussex Local Nature Recovery Strategy and Landport Bottom Management Plan**

- a) To agree to set up a working group to discuss the Town Council's input
- b) To begin the Landport Bottom Management Plan review

## **14. Town Crier**

- a) To approve to have a formal agreement with the current Town Crier
- b) To agree to pay £17.50 towards the Crier's membership of the Ancient and Honourable Guild of Town Criers
- c) To recognise the contribution of the Town Crier with an annual presentation of locally sourced gifts
- d) At a later stage to consider the working group's proposal for:
  - Design and creation of a 21<sup>st</sup> C Lewes Town Crier costume, including costs
  - For covering the Crier's public transport and entry costs for Crier competitions where the Crier is representing Lewes

### **15. Hut Stories**

a) To agree support from our Events and Communication Officers, subject to availability and in consultation with the Town Clerk and the use of relevant equipment as outlined in the Business Case Form.

### **16. Clerk's report**

a) To receive a verbal report on the operational activities of the council.

### **17. Exclusion of press and public**

That pursuant to the provision of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for the following items of business by reason of the confidential nature of business to be transacted.

### **18. To close the meeting**