



Lewes
Town
Council

Town Hall, High Street
Lewes, East Sussex
BN7 2QS

lewes-tc.gov.uk

Call: 01273 471469

Email: townclerk@lewes-tc.gov.uk

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 the Annual Meeting of Lewes Town Council will be held in
the Council Chamber of Lewes Town Hall
on Thursday 9 May 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 the Annual Meeting of
Lewes Town Council on Thursday 9 May 2024
at 19:00 in the Council Chamber at Lewes Town Hall

Meeting called by Veronique Poutrel - Town Clerk/RFO

Signed: *V Poutrel*

Date: 1 May 2024

Agenda

1. Election of Chair (Mayor)

a) To elect the Chair of the Town Council and Mayor of Lewes for 2024-25.

2. Acceptance of office and welcome address

a) The Town Clerk to receive the Declaration of Acceptance of Office from the Chair.

3. Apologies for absence

- a) To note any apologies for absence.

4. 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.

5. Election of Vice-Chair (Deputy Mayor)

- a) To elect the Vice-Chair of the Town Council and Deputy Mayor of Lewes for 2024-25.

6. Acceptance of office

- a) The Clerk to receive the Declaration of Acceptance of Office from the Vice-Chair.

7. Vote of thanks

- a) To record a vote of thanks and appreciation to Matthew Bird for his service to the Council and Town of Lewes in the Office of Mayor for the past year.

8. Presentations

- a) To present gifts in appreciation of service.

9. Mayor's Good Cause

- a) To present a cheque to Lewes' Foodbanks.

10. Confirmation of minutes

- a) To receive and approve the minutes of the Extraordinary Full Council meeting on 7 May 2024.

11. Standing Orders

- a) To approve the Standing Orders of Lewes Town Council.

12. Financial Regulations

- a) To approve the Financial Regulations of Lewes Town Council.

13. Scheme of Delegation

- a) To approve the Scheme of Delegation for Lewes Town Council.

14. Councillors individual duties

- a) To confirm members to existing Standing Committees.
- b) To appoint members to the Communication and Engagement Committee.

15. Outside Bodies

- a) To confirm members as representatives to outside bodies.

16. To close the meeting