

Committee: **Finance Committee**  
Date: **16 May 2024**  
Time: **7pm**  
Location: **Yarrow Room, Lewes Town Hall**  
Present: **Councillors Tigg (Chair), Gardiner, Herbert, Norris and Vernon**  
Officers Present: **Veronique Poutrel (Town Clerk/RFO)**  
**Viv McLachlan (Finance Manager)**

Members of the public: None

## Minutes

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### 1 Apologies for absence

Apologies were received from Councillors Campbell and Morgan.

### 2 Declarations of Interest

There were no declarations of interest.

*Councillor Vernon arrived at 19:10.*

### 3 Minutes

**It was resolved that:** The minutes of the Finance Committee meeting held on Thursday 7 March 2024 be accepted as a true and accurate record of the meeting.

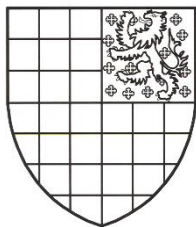
### 4 Public question time

There were no members of the public in attendance.

### 5 Financial reports

To receive Financial Reports for March/April 2024

- Income and expenditure against budget
- Payments and receipts for March/April
- Bank reconciliations for March/April



Lewes  
Town  
Council

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

[lewes-tc.gov.uk](http://lewes-tc.gov.uk)

Call: 01273 471469

Email: [townclerk@lewes-tc.gov.uk](mailto:townclerk@lewes-tc.gov.uk)

**It was resolved that:** All the reports above be received and accepted.

## 6 Grants

**It was resolved that:** The Town Clerk will finalise the criteria (previously Small Grants Policy) with Councillor Tigg.

The following were agreed:

Three deadlines per year – 31/7, 31/10 and 28/2.

Whilst organisations located outside Lewes will be eligible if beneficiaries are based in Lewes, priority will be given to organisations located in Lewes.

To adapt the form so that the following types of expenditures can be selected: Capital costs, revenue costs, project costs, core/running costs, various costs.

There will be three levels of grants, up to £1,000, up to £2,000 and up to £5,000. Priority will be given to the first two levels.

*Councillor Vernon left the meeting at 19:45.*

## 12 Exclusion of press and public

No members of the public were present.

## 13 To close the meeting

The meeting finished at 20:20.