



Lewes  
Town  
Council

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

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

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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 Extraordinary Personnel Committee meeting of Lewes Town Council  
will be held in Lewes Town Hall in the Town Clerk's office  
on Tuesday 6 February 2024 at 3:30pm  
Members of the public have the right to attend unless a specific decision has been taken to  
exclude them.

**To the Members of the Personnel Committee  
of Lewes Town Council**

**You are hereby summoned to attend an Extraordinary meeting of  
the Personnel Committee meeting of Lewes Town Council  
to be held on Tuesday 6 February 2024 at 3:30pm  
at Lewes Town Hall in the Town Clerk's office**

**Meeting called by:** Veronique Poutrel – Town Clerk/RFO

**Signed:** *V Poutrel*

**Date:** 31 January 2024

## Agenda

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### **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**

No minutes to approve.

#### **4 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.

#### **5 Election of Vice Chair**

- a) To elect a Vice Chair

#### **6 Recruitment of Deputy Town Clerk**

- a) To approve the Job Description and Specifications
- b) To approve external recruitment of the position
- c) To select a Councillor to be on the interview panel

#### **7 Recruitment of Town Hall Manager**

- a) To note the requirements of the Job Description
- b) To approve the recruitment through an internal secondment option

#### **8 Recruitment of a Finance Apprentice**

- a) To note the requirements of the Job Description and the benefits of offering it as an apprenticeship
- b) To approve external recruitment of the position

#### **9 Recruitment of two Venue Assistants**

- a) To note the requirements of the Job Description
- b) To approve external recruitment of the position