



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)

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 Yarrow Room  
on Thursday 14 March 2024 at 18:00  
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 a meeting of  
the Personnel Committee meeting of Lewes Town Council  
to be held on Thursday 14 March 2024 at 18:00  
at Lewes Town Hall in the Yarrow Room**

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

**Signed:** *V Poutrel*

**Date:** 7 March 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 Lone Worker Policy**

- a) To approve the updated Lone Worker Policy

#### **5 Twinning placement**

- a) To agree to hosting a student in the Summer
- b) To delegate details to the Town Clerk

#### **6 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.

#### **7 Update on recruitment**

- a) To update members on recruitment
- b) To agree relevant actions

#### **8 To close the meeting**