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**LEWES
TOWN
COUNCIL**

To: Cllrs Baah; Catlin; Chartier; Makepeace; Mayhew; Murray (S); O'Keeffe; Rowell.

A Meeting of the Working party formed to review governance policies will be held on **Tuesday 19th June 2018**, in the **Yarrow Room, Town Hall, Lewes** at **10:00am** which you are requested to attend.

S Brigden, Town Clerk
7th June 2018

AGENDA

1. ELECTION of CHAIRMAN

To elect a Chairman for the working party

2. APOLOGIES FOR ABSENCE:

To receive apologies from members of the working-party who are unable to attend.

3. MEMBER'S DECLARATIONS OF INTEREST:

To note declarations of any personal or prejudicial interests in matters on this agenda.

4. QUESTION TIME

To receive any questions regarding items on the agenda for this meeting.

5. REMIT of the WORKING PARTY

To note the remit of the working party, as defined by Council:

Resolution FC2017/114.1: *[The working party members]..to conduct a routine review of statutory policies.*

6. BUSINESS OF THE MEETING

To discuss any points arising from review of (*policy documents to follow for W/pty members*):

- Standing Orders
- Financial Regulations
- Investments and Reserves policy
- Freedom of Information Act publication scheme
- Anti-fraud policy
- Code of Conduct for Members
- Communications policy
- Complaints policy
- Dignity at Work policy (staff discipline; grievance, etc)
- Equality Policy
- Equal Opportunities Statement
- Health & Safety at Work policy

For further information about items on this agenda please contact the Town Clerk at the above address.

This agenda and supporting papers can be downloaded from www.lewes-tc.gov.uk

PUBLIC ATTENDANCE: Members of the public have the right, and are welcome, to attend meetings of the Council – questions regarding items on this agenda may be heard at the start of each meeting with the Chairman's consent, and subject to time available. Questions or requests to address the Council should, whenever possible, be submitted in writing to the Town Clerk at least 24 hours in advance. **PLEASE NOTE:** As space is limited we would appreciate advanced warning if you plan to attend in a group; perhaps with neighbours, or to bring a party of student observers. We may be able to arrange for the meeting to be held in an alternative room. General questions can be raised at our offices between 9am-5pm Mons- Thurs; 9am-4pm on Fridays – our staff will be pleased to assist.

Distribution: Cllrs Baah; Catlin; Chartier; Makepeace; Mayhew; Murray (S); O'Keeffe; Rowell.

Copies for information:

All councillors; T/hall; LTC website; Lewes Library, Sx. Express, E.Argus, Sx. Police, M Caulfield MP, LDC, ESCC, Friend of Lewes