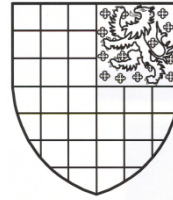


Town Hall
High Street
Lewes
East Sussex
BN7 2QS



**LEWES
TOWN
COUNCIL**

☎ 01273 471469 Fax: 01273 480919

✉ townclerk@lewes-tc.gov.uk
🌐 www.lewes-tc.gov.uk

To: Cllrs Bird; Catlin; Henman; Herbert; Makepeace; Dr Maples; O'Keeffe; Sains; Vernon; Waring and Wood

A Meeting of the **Open Council Working Party** will be held on **Tuesday 14th July 2020**, via Zoom video-link (*please see below*) at **7:00pm** which you are summoned to attend.

***VIRTUAL ATTENDANCE:** This meeting can be joined using computer video and audio using any suitably equipped digital device (*eg* laptop; tablet or smartphone) or, by audio only, using a telephone.

To join this meeting either follow this link: <https://zoom.us/j/97764433699>

Or telephone 0131 460 1196 or +44 (0)330 088 5830. Use **Meeting ID: 977 6443 3699**

***Please also see the note below regarding password-controlled access to this online meeting**

S Brigden, Town Clerk 9th July 2020

AGENDA

1. ELECTION of CHAIR

To elect a Chairperson for the municipal year 2020/21

2. APOLOGIES FOR ABSENCE:

To receive apologies from members of the committee 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 consider any questions received regarding items on the agenda for this meeting.

5. MINUTES

To agree Minutes of the meeting held on 26th September 2019.

6. REMIT of the WORKING PARTY

To note the remit of the Working Party, which is set up to identify methods for improved public engagement and greater provision of information to residents of Lewes, to include:-

- > A review of information sharing and the methods used to share key events and policy developments
- > Consideration of good practice on methods of online deliberation and social media, such as on key town-wide issues
- > Identifying ways to provide more joined-up support for community engagement in and around Council-owned buildings

7. BUSINESS OF THE MEETING

To consider matters within the remit of the committee

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

PUBLIC ATTENDANCE – Covid-19 emergency arrangements:

Members of the public have the right, and are welcome, to attend* this meeting – questions regarding items on the agenda may be heard at the start of the meeting with the Chair's consent.

Questions or requests to address the Working Party must be submitted by email to the Town Clerk at least 3 days in advance.

This meeting will be held online via Zoom Pro video link. To join the meeting follow the instructions above.

***Members of the public wishing to join this meeting must request a password by email at least 24 hours before the published start time. Please submit your request to townclerk@lewes-tc.gov.uk**

For guidance on joining online meetings please see the notes overleaf

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

Guidance on attending ‘virtual meetings’



Joining a meeting:

1. Invitations to COUNCILLORS and officers to join a virtual meeting of the Council; a committee, or Working Party will be included in an email accompanying the agenda, and will look similar to this (*examples only*):

Lewes Town Council is inviting you to a meeting of ??????????????????

To join the meeting, use this **link**: zoom.us/j/nnnnnnnnnnnn

Meeting ID: 123 4567 8910 (*example only*)

Password: 123456 (*example only*)

OR dial by your location

+44 (0)131 460 1196 United Kingdom or +44 (0)330 088 5830 United Kingdom

The link (but not the password) will be also repeated at the head of the Agenda and can be accessed from either. The **password** should not be shared, as **PUBLIC** attendees are asked to request a password by email at least 24hrs before the scheduled start.

2. Using a digital device with camera and microphone (*eg* laptop; tablet, smartphone), access can be gained by following the link. If audio-only is preferred (or problems interfere with video connection), telephone connection can be made using either of the numbers and following the prompts. Meeting ID and Password may be required dependent upon your chosen method.
3. If using computer audio and video a screen will open, similar to this:

Launching...

Please click **Open Zoom Meetings** if you see the system dialog.

If nothing prompts from browser, [click here](#) to launch the meeting, or [download & run Zoom](#).

If you cannot download or run the application, [join from your browser](#).

4. If you cannot download the application (or choose not to), or cannot run it, you may join from your internet browser by selecting that option.
5. On first connecting with the meeting you will be admitted to a virtual **Waiting Room**. Please follow any prompts, whether on-screen or audible. Attendees will be admitted once the meeting starts and what you see or hear after entry to the meeting may depend upon the equipment you are using.
6. To begin each meeting, the Chair will introduce some **meeting protocols** and all those attending will have live audio connections but will be asked to ‘mute’ their microphone when not speaking. Those wishing to speak will be asked to indicate by raising their hand or using the ‘hand up’ icon or sending a Chat message and they will be invited to do so by the Chair. The Chair can mute all attendees and selectively unmute individual speakers if there are interruptions or background noise issues.
7. While it is possible to use on-screen options to signify **voting** this will NOT be used. Should a vote be called during any meeting the Chair will ask Members to signify by raising their hand or, if there are any voting members attending by audio only, asking each in turn to voice their vote or abstention.
8. Attendees can send short **‘Chat’ messages** to one another privately and publicly during the meeting.
9. Meetings will be recorded, but records kept only until the Minutes have been subsequently validated.

PLEASE NOTE:

Before connecting, it is good practice to ensure that your equipment is adequately charged; that you will not be interrupted, and that your camera’s field of view or microphone do not capture anything you would prefer is not seen/heard publicly. Functions will be available once you have entered the meeting to alter the background, and your camera and microphone can be muted at will.

Please also ensure that other equipment nearby does not introduce audio ‘feedback’; that background noise is minimal, and that you select appropriate levels of microphone sensitivity and speaker volume on your device.

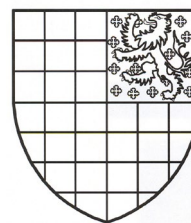
To learn more, a number of helpful FAQ’s and video tutorials are available at www.zoom.us

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**LEWES
TOWN
COUNCIL**

MINUTES

of the meeting of the **'Open Council'** Working party, held on **Thursday 26th September 2019** in the **Council Chamber, Town Hall, Lewes at 7:00pm.**

PRESENT Cllrs Bird; Catlin; Herbert; Makepeace; Dr Maples; O'Keeffe; Sains; Vernon; Waring
In attendance: S Brigden (*Town Clerk [TC]*).

OCWP2019/01 ELECTION of CHAIRMAN

Cllr Herbert was elected Chairman of the Committee for the 2019/20 year. There followed a brief discussion as to the principles of committee structure, and Cllr O'Keeffe was appointed to act as Vice-chair.

OCWP2019/02 APOLOGIES FOR ABSENCE: Apologies had been received from Cllr Henman, who was attending the UN Climate summit in New York; and Cllr Wood, who was unwell.

OCWP2019/03 DECLARATIONS OF INTEREST: There were none

OCWP2019/04 QUESTIONS: There were none. One member of the public was present.

OCWP2019/05 REMIT of the COMMITTEE

Members noted the remit of the committee, which is set up to identify methods for improved public engagement and greater provision of information to residents of Lewes, to include:-

- › A review of information sharing and the methods used to share key events and policy developments
- › Consideration of good practice on methods of online deliberation and social media, such as on key town-wide issues
- › Identifying ways to provide more joined-up support for community engagement in and around Council-owned buildings

OCWP2019/06 BUSINESS OF THE MEETING:

1 Members discussed aspects of the Council's website, and various suggestions were made for additional content and features. TC noted that he intended, when time allowed, to modify the Grant application form to allow online completion, and it was suggested that the annual Civic Awards nominations could also benefit from this. It was suggested that grants awarded could be the subject of a routine Press Release. Community links were notably absent whereas the 'old' website had accumulated many details of organizations and groups acting within the community in Lewes. Members were asked to encourage any such groups with whom they may be familiar, to provide details for links that could be featured here. Members were encouraged also to produce individual critiques of the site to inform future improvements, and also to engage any appropriate acquaintances to offer an 'accessibility evaluation'. Members could submit feature copy for consideration; perhaps along with additional photographs. This applied equally to the Council's newsletter. Copies of past newsletters were distributed for Members' interest and the principles of publication were briefly discussed. It was acknowledged that the resources available to devote to these functions was extremely limited, and this would need to be incorporated into the upcoming Council 'visioning' exercise.

2 There was discussion as to the accessibility of the Town Hall, and Members were reminded that they were welcome to a guided tour of the building with the Town Hall Manager or Town Hall Keeper, by arrangement. Members were keen to introduce more young people and discussed school parties; media studies students and opportunities for work experience and apprenticeships. TC advised that the Council often hosted students for work experience placements and had already hosted three this year. School parties and other youth groups were occasionally received, under various initiatives, and it was hoped that the launch of the teachers' resource pack created as part of the 'Our Pictures' project would bring more. The annual diary already had provision for 'open' days/'gallery days' when rooms were not booked by hirers, and this would be continued.

3 Some Councillors had recently engaged with the National Citizen Service (NCS) programme and were keen to promote opportunities such as a Youth Council. TC noted that the Council had supported a very successful Lewes Youth Council between 2002 and 2006, and this had only ended due to changing priorities in the school/parent support structure. Cllrs Maples and Waring were asked to work with TC to explore this with the NCS.

4 The discussion returned to the Town Hall in terms of ideas to make it more attractive to the community. It was acknowledged that many people did not understand how well-used the building actually was, and the range of activities offered or the hours it operated. A digital screen was suggested that could display to passers-by events; details of meetings, and/or the Councils website. Ideas for a 'grand tour' of all Council properties were put forward. Webcasting of meetings and/or recording of feature interviews with the Mayor, Members and staff was briefly discussed. On a side-note, it was recognized that there were several noticeboards available for use throughout the town if required, for appropriate material.

OCWP2019/07

CONCLUSIONS:

It was felt that several interesting ideas had been covered. Members accepted that many of these should be introduced during the 'visioning' exercise, and specific proposals would always need to be researched and costed before presentation for consideration at Council. In the short term, Cllrs Maples and Waring would work with TC to explore potential for a new Youth Council with the National Citizen Service.

OCWP2019/08

There being no other business, the Chairman declared the meeting closed, and thanked everyone for their attendance and contributions.

The meeting closed at 9:00pm

Signed.....

Date