



Lewes
Town
Council

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

lewes-tc.gov.uk

Call: 01273 471469

Email: townclerk@lewes-tc.gov.uk

To: All members of the Commemorations and Events Committee

A meeting of the Commemorations and Events Working Party will be held in the Council Chamber, Town Hall, Lewes, on 9 February 2023 at 4pm, which you are summoned to attend.

Laura Chrysostomou
Town Clerk
1 February 2023

1 Agenda

2 Filming of council meetings and mobile phones

During this meeting, the public are allowed to film the committee and officers only from the front of the public gallery, providing it does not disrupt the meeting. Any items in the exempt part of an agenda cannot be filmed. If another member of the public objects to being recorded, the person(s) filming must stop doing so until that member of the public has finished speaking. Please switch mobile devices to silent for the duration of the meeting

3 Election of chair

To elect a chair for the municipal year 2022 to 2023

4 Apologies for absence

5 Members' declarations of interests

To note any declarations of personal or prejudicial interest in items to be considered at this meeting.

6 Question time

Members of the public are welcome to attend this meeting of the Commemorations and Events working party. Questions regarding items on the agenda may be heard at the start of the meeting with the Chair's consent. A period of 15 minutes is allocated for this purpose. Questions or requests to address the working party must be submitted to the Town Clerk by noon the day before the meeting.

7 Officers' reports

7.1 Town Council activities for the King's Coronation

(Report CE001/2023 attached pages 3 to 4)

8 Exempt business

It is recommended that:

The public and accredited representatives of the press be excluded from the meeting under Section 100 Local Government Act 1972 due to the confidential nature of the business to be conducted.

Lewes Town Council

Non- Confidential

Committee: Commemorations and Events

Date: 09 February 2023

Report Number: CE001

Report by: Town Clerk

Subject: Town Council activities for the King's Coronation

1. Summary

- 1.1 The committee is asked to consider how the Town Council will celebrate the Kings Coronation within the budget allocated. The report contains suggestions received so far and Councillors are also asked to contribute their thoughts to members of the Events and Commemorations Committee ahead of the meeting on 9 February 2023.

2. Recommendations

The committee is recommended to discuss potential activities for the King's Coronation, consider the financial implications and make a recommendation to Full Council on what activities the Town Council wishes to deliver.

3. Background

- 3.1 The Kings Coronation is on Saturday 6 May which will take place at Westminster Abbey. On Sunday 7 May there will be a Coronation Concert from Windsor Castle and the Coronation Big Lunch at which neighbours and communities are invited to share food and fun together, which will take place across the country. On Monday, 8th May 2023, members of the public will be invited to take part in The Big Help Out, which will encourage people to try volunteering for themselves and join the work being undertaken to support their local areas.
- 3.2 The Commemorations and Events Committee are asked to consider potential activities for the King's Coronation. Some suggestions have been put forward and these are outlined below.
- 3.2 Councillors are also asked to contribute their thoughts to the Civic Officer and/or members of the Events and Commemorations Committee ahead of the meeting on 9 February 2023.

4. Proposed activities

- 4.1 One of the ideas for decorating the front of the Town Hall is to put bunting across the front and to have red, white and blue planting in the window boxes.

- 4.2 Ringing the town bell in the Market Tower on coronation day would be possible as the bell has an automatic ringer which can be pre-programmed. This could be preceded by a procession of Councillors from the Town Hall to the Market Tower. The time of the Coronation has not yet been confirmed. The Committee are asked to consider whether there would be attendees for such an activity given many will want to watch the Coronation. If it were agreed the Committee are asked to consider the best time for the activity.
- 4.3 A Coronation Civic Service at St. Annes church could be combined with the usual Sunday service at 10am on 7 May 2023. Reverend Brown has been approached and welcomes the idea.
- 4.3 The annual spring tea for the senior citizens of Lewes will be a coronation tea on Wednesday 26 April and organisation of this is underway.
- 4.4 A lunchtime tea party could be held in the Town Hall for primary school children from Lewes schools, with entertainment. A date of Thursday 11 May has been reserved for the Town Hall booking. Initial enquiries are being made with local primary schools to see if they could each send a group of around 20 children.

5. Financial Implications

- 5.1 A budget of £2,500 has been allocated in the 2023 to 2024 budget to support activities for the King's Coronation.
- 5.2 The cost for planting in the window boxes outside the Council chamber is estimated to be £100.
- 5.3 The cost of bunting for the front of the Town Hall is approximately £15.00.
- 5.4 The cost of the seniors Coronation tea at £7 per head plus themed decorations and serviettes at £50 can be met from the £1,500 budget allocated specifically for this event in the 2023 to 2024 budget.
- 5.5 The cost of lunch for the children's tea party is estimated at a maximum of £7 per head. It is estimated around 100 children might attend.

Laura Chrysostomou

Town Clerk