

Committee	POLICY, RESOURCES & GENERAL PURPOSES
Date and Time	Monday 3 August 2009 – immediately following Planning & Townscape but no earlier than 7pm
Venue	The Town Hall, Rye

Members appointed to the Committee:

Councillors Granville Bantick, John Breeds (Deputy Mayor), Jonathan Breeds, Lorna Hall, Sonia Holmes, Jo Kirkham, Paul Osborne (**Committee Vice Chairman**), Ian Potter (**Committee Chairman**), Frank Palmer, Shaun Rogers, David Russell, Sam Souster (Mayor), David Wright

12 APOLOGIES

To accept any apologies for absence.

13 DISCLOSURES OF INTEREST

To receive any disclosures by Members of personal interests in matters on the agenda, the nature of any interest and whether the Member regards the interest as prejudicial under the terms of the Code of Conduct.

14 MINUTES

To authorise the Chairman to sign, as a correct record of the proceedings, the Minutes of the meeting held on 8 June 2009 (PR01).

15 MATTERS ARISING

To note any matters arising from the meeting held on 8 June 2009 (PR01).
for information

16 FINANCE

16.1 Town Hall

a) **Schedule of Authorised Payments and Statement of Income**
To receive and adopt the Schedule of Authorised Payments and Statement of Income for May-June 2009.

b) **Petty Cash Account**
To receive and adopt the Petty Cash Account Statement as at 30 June 2009.

c) **Budget Monitor**
To receive and note the actual income and expenditure to 30 June 2009.

16.2 Heritage Centre

a) **Progress report**
To receive an update from the Heritage Centre Manager, Peter Cosstick.

- b) **Budget 2009-10**
To receive the amended (to reflect the loss of the TIC grant on 6.8.09) Budget 2009-10 – including actual income and expenditure to 30.6.09.
- c) **Bookkeeping**
To note that arrangements have been made for a member of the Heritage Centre staff to be trained in the use of QuickBooks accounting software – principally for the purpose of generating more timely and relevant financial and management accounting information. **Clerk**
- d) **Town Guide distribution claim**
To note that it has recently come to light that Rye Town Services arranged for Domain Support to distribute *Rye Town Guides* via its Rye Tourism web site in return for reimbursement of postage - and to consider recommending that the company be reimbursed £230.86 for Guides sent out from 24 February 2009, until the stock had been exhausted. **Clerk**

16.3 Account Balances

To receive a Statement of Account Balances as at 30 June 2009.

16.4 Earmarked Reserves

To receive a Statement of Earmarked Reserves as at 30 June 2009.

17 TOWN CLERK ACTIVITY SUMMARY

To receive and note the Clerk's Activity Summaries May 2009 and June 2009.

Clerk

18 WORK PROGRAMME

To receive and consider a summary of the status of key tasks/projects as at 27 July 2009.

Clerk

19 DEVOLVED SERVICES

To note that a meeting of the Working Group to review its Recommended Devolved Services package is being arranged.

20 LOCAL ACTION PLAN

To note that the final meeting of the Steering Group to agree the Plan's content was held on 27 July and to note that the Plan would be presented, for adoption, at the next full Council meeting.

Clerk

21 GENERAL ELECTION

To consider hosting – at an appropriate time - a question and answer session for the candidates.

Clerk

22 MAYOR MAKING

To consider the merits – or otherwise – of holding Mayor Making on a day other than a bank holiday.

Referred from Council

- 23 PROCTOR FAMILY**
To consider a request from David T Proctor for the Council to suggest a suitable way in which the Proctor family's contribution to the history of Rye could be marked. **Clerk**
- 24 GYPSIES AND TRAVELLERS**
To consider whether to appoint a representative to draft a response to the review of *Somewhere to Live: Planning for Gypsies, Travellers and Travelling Showpeople in the South East*. **Clerk**
- 25 GRANTS**
- a) Local Action Team**
To note that the Rye Local Action Team receives currently £100 from the Town Council towards secretarial and administration costs - and to consider a request that the grant be increased to £200pa. **Clerk**
- b) Rye Maritime Festival**
To note that, despite two previous communications, publicity boards have again appeared displaying the Town Council's seal in isolation (ie not in conjunction with 'Rye Town Council') – and to agree a course of action. **Clerk**
- 26 ABSENCE SUMMARY 2008-09**
To receive a summary of Town Hall staff absences 2008-09. **Clerk**
- 27 KEY WORKER CONSULTATION**
To consider a response to RDC's Key Worker Definition Consultation. **Clerk**
(deadline: 14 August)

Supporting/Associated documents distributed previously

14 Minutes

Supporting/Associated documents distributed with this agenda

16.1a)(i-ii) Payments & Income Statements 16.1b) Petty Cash account
 16.1c) Budget Monitor 16.2b) HC Budget Monitor 16.3 Account Balances
 16.4 Earmarked Reserves 17 Town Clerk Activity Summaries
 18 Work Programme 23 Email from David Proctor, 19.6.09 24 Letter from Diana Pogson, 8.6.09; factsheet; comments form 25b) Letter to C Bronsdon, 4.8.08
 26 Absence summary 27 Key Worker Definition Consultation document

To follow

16.1b) HC Report



29 July 2009

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**MEETINGS OF RYE TOWN COUNCIL AND ITS COMMITTEES
 ARE OPEN TO THE PUBLIC**