

Committee	POLICY, RESOURCES & GENERAL PURPOSES
Date and Time	Monday 8 June 2009 – immediately following Planning & Townscape but no earlier than 6.45pm
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

- 1 APOLOGIES**
To accept any apologies for absence.
- 2 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.
- 3 MINUTES**
To authorise the Chairman to sign, as a correct record of the proceedings, the Minutes of the meeting held on 19 January 2009 (PR04).
- 4 MATTERS ARISING**
To note any matters arising from the meeting held on 19 January 2009 (PR04).
for information
- 5 FINANCE**
 - 5.1 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:
 - (i) January 2009-February 2009
 - (ii) March 2009-April 2009
 - b) Petty Cash Account**
To receive and adopt the Petty Cash Account Statement as at 30 April 2009.
 - c) Budget Monitor**
To receive and note the actual income and expenditure to 30 April 2009.

5.2 Heritage Centre

a) Progress report

To receive an update from the Heritage Centre Manager, Peter Cosstick.

b) 2008-09

To receive the profit & loss account for the period 1 November 2008-31 March 2009.

c) 2009-10

To note that:

(i) there are no financial reports available currently because the Council's bookkeepers/accountants have been asked to prioritise producing the combined (Town Hall and Heritage Centre) Annual Accounts for 2008-09;

(ii) it may be necessary to train a member of staff at the Centre to post data within Quick Books in order to ensure the regular production of financial and management accounting reports.

d) PAYE 2008-09

To note that: it has been discovered recently that the previous operator of the Centre, Rye Town Services underpaid tax and NICs by £2,303.70; and that HM Revenue & Customs has advised that because the core members of staff concerned were employed contractually by the Council it is the Council's responsibility to ensure that a payment is made – and to recommend a course of action.

Clerk

5.3 Account Balances

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

5.4 Earmarked Reserves

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

5.5 Internal Audit

To note that:

(a) Paula Fisher is about to step down as Internal Auditor

(b) with the return of responsibility for the Heritage Centre to the Town Council the role has become more onerous

- and to consider:

(c) increasing the budget provision from £125 to £250pa.

(d) appointing the former Clerk of Camber, Angela Alexander for a trial period of one year.

Clerk

6 TOWN CLERK ACTIVITY SUMMARY

To receive and note the Clerk's Activity Summaries for January- April 2009.

Clerk

7 WORK PROGRAMME

To receive and consider a summary of the status of key tasks/projects as at 31 May 2009.

Clerk

8 DEVOLVED SERVICES

To note that following the Council's decision on 26 January 2009 to discuss the devolvement of 'Package B' (allotments, public conveniences, tourism and car parks) with Rother District Council, there has been no further progress. **Clerk**

9 RISK ASSESSMENTS 2009

To receive the annual risk assessments and, if necessary, to agree a course of action. **Clerk**

10 LOCAL ACTION PLAN

To note that the draft Rye Action Plan is close to completion and that, following consultation with key stakeholders, it will be presented to the Town Council for adoption, prior to publication. **Clerk**

11 RYE SKATEPARK

To note that Rother District Council has confirmed that the two outstanding Community Project Grants of £5,000 each will be released imminently. **Clerk**

Supporting/Associated documents distributed previously

3 Minutes

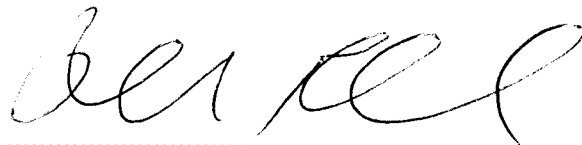
Supporting/Associated documents distributed with this agenda

5.1a)(i-ii) Payments & Income Statements 5.1b) Petty Cash account

5.1c) Budget Monitor 5.2b) HC Profit & Loss Statement 5.3 Account Balances

5.4 Earmarked Reserves 6 Town Clerk Activity Summaries

7 Work Programme 9 Risk Assessments



2 June 2009

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