

## **RYE TOWN COUNCIL**

*AGENDA PR01*

*working for the social, economic and environmental well-being of the Antient Town of Rye*

Committee	<b>POLICY, RESOURCES &amp; GENERAL PURPOSES</b>
Date and Time	<b>Monday 5 July 2010, immediately following Planning &amp; Townscape but no earlier than 6.50pm</b>
Venue	The Town Hall, Rye

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Members appointed to the Committee:

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

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- 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 12 April 2010 (PR05).
- 4 MATTERS ARISING**  
To note any matters arising from the meeting held on 12 April 2010 (PR05).  
*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 March -May 2010.
    - b) Budget Monitor**  
To receive and note the actual income and expenditure to 31 May 2010.
  - 5.2 Heritage Centre**
    - a) Progress report**  
To receive an update from the Heritage Centre Manager, Peter Cosstick.
    - b) Payments and Income**  
To receive and adopt an Income by Customer Report 1 March 2010 to 31 May 2010 and Supplier Expenses Report 1 March 2010 to 31 May 2010.

c) **Budget Monitor**

To receive and note the actual income and expenditure to 31 May 2010.

**5.3 Renewal of Bank Mandate (Heritage Centre)**

**PROPOSAL FOR RESOLUTION**

**1** That the Council's Authorised Signatories be: The Mayor, The Deputy Mayor, the Chairman of Policy Resources & General Purposes, the Vice Chairman of Policy Resources & General Purposes, and the Chairman of Planning & Townscape.

**2** That a banking relationship will be maintained with National Westminster Bank Plc (the Bank) in accordance with this Mandate and that:

- a) the individuals identified as Authorised Signatories may, in accordance with the Signing Rules, sign cheques and give instructions for Standing Orders, Direct Debits, electronic payments, Banker's Drafts and other payments on the Account even if its causes an Account to be overdrawn or exceed any limit
- b) any Authorised Signatory may give other instructions or request for information to the Bank in relation to the Accounts; opening accounts with the same Signing Rules and Authorised Signatories; closing accounts; or other banking services or products
- c) the Bank may accept instructions that do not have an original written signature provided the Bank is satisfied that the instruction is genuine and subject to any other agreement the Bank may require for those instructions.
- d) the Customer will provide to the Bank a copy of its constitution, certified as correct by the Secretary
- e) this Mandate will continue until the Customer gives the Bank a replacement mandate or the Customer passes a resolution changing the Signing Rules and/or adding or removing an Authorised Signatory by completing and returning the Change of Signing Authority form in which case this Mandate will continue as amended.

**5.4 Account Balances**

To receive a Statement of Account Balances as at 31 May 2010.

**5.5 Earmarked Reserves**

To receive a Statement of Earmarked Reserves as at 31 May 2010.

**5.6 Internal Controls**

To consider appointing a Member to assist with the checking of internal financial controls and procedures. **Clerk**

**6 TOWN CLERK ACTIVITY SUMMARY**

To receive and note the Clerk's Activity Summaries for March-May 2010. **Clerk**

**7 WORK PROGRAMME**

To receive and consider a summary of the status of key tasks/projects as at 28 June 2010. **Clerk**

- 8 PHOTOGRAPHY PERMISSION**  
To consider a request from Janet Pollard for permission to photograph the Town Hall attic for a publication on 'the hidden places of Rye'. **Clerk**
- 9 DEVOLVED SERVICES**  
To receive an update and, if appropriate, to agree a course of action. **Clerk**
- 10 LOCAL ACTION PLAN**  
To receive an update and, if appropriate, to agree a course of action. **Clerk**
- 11 QUALITY COUNCIL STATUS: PREPARATION**  
To receive an update and, if appropriate, to agree a course of action. **Clerk**
- 12 YOUTH STRATEGY CONSULTATION**  
To consider appointing a Member – or Members – to draft a response to Rother District Council's Youth Strategy consultation. (*Deadline: 30.7.10.*) **Clerk**
- 13 STAFF ABSENCES**  
To receive a summary of staff absences for 2009-10.  
(a) Town Hall (b) Heritage Centre
- 14 EXCLUSION OF THE PUBLIC AND PRESS**  
Item 15 includes information about the terms and conditions of employment of current staff and it is therefore recommended that the public and press be excluded in accordance with the Public Bodies (Admissions to Meetings) Act 1960 (1)(2).
- 15 HUMAN RESOURCE ISSUES**  
To consider terms and conditions of employment issues relating to: the Town Sergeant vacancy, Quality Council Re-accreditation and the June 2010 Budget - and to agree a course of action.

**Supporting/Associated documents distributed previously**

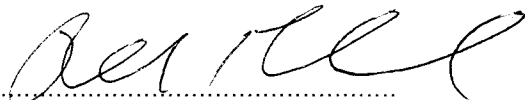
3 Minutes

**Supporting/Associated documents distributed with this agenda**

4 Matters Arising summary 5.1a) Schedule of payments and income 5.1.b) Budget Monitor 5.2b) Schedule of payments and income 5.4 Account Balances 5.5 Earmarked Reserves 6 Activity summaries 7 Work programme 8 Letter from Janet Pollard, 1.6.10 12 Letter from Cllr Kentfield, 28.5.10; summary 13a) TH staff absence summary 15 Town Clerk Briefing Note [*confidential*]

**To follow**

5.2b) HC March 2010 expenses 5.2c) HC Budget 13b) HC Absence summary



29 June 2010

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