

PROZ (ITEM 22.4)(1)

**Rye Town Council**

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**From:** "Kerry de Courcy" <KdeC@ryelodge.co.uk>  
**To:** "Rye Town Council" <townhall@ryetowncouncil.gov.uk>  
**Sent:** 09 August 2007 20:05  
**Subject:** RE: Heritage Centre Trading Reports and Annual Accounts 2006-07

Dear Richard

Thank you for this note. I have also been very concerned at the delay in producing meaningful figures and I have been asking for progress reports on a weekly basis. I know that they have been working hard to bring matters up to date so that meaningful figures are being produced on a regular monthly basis. I am told that figures have now been produced for the current first quarter of this year [April, May, June] and will be presented to our next Board Meeting scheduled for next Friday 17<sup>th</sup> following which I expect that you will receive these figures in good time for your meeting on 28<sup>th</sup>.

I know that a lot of work has been done on the figures for the year to 31<sup>st</sup> March 2007 and I expect draft figures to be available very soon and then passed to Phipps & Co to combine with the figures supplied by Britannia to the end of last June although those figures must be considered unreliable until Phipps and Co have reviewed them.

At the same time the adjustments made by Phipps & Co to the first year's accounts to 31<sup>st</sup> March 2006 will also be available.

When we have all these figures it will be possible to form a considered judgement on the overall position which has not really been possible until all the figures are available.

I am sure that my Board are grateful for the Council's offer of help in resolving any difficulties and I am sure they would wish to take advantage of this offer but it is imperative that we all have accurate and reliable figures before us.

Basically, the Centre continues very much in line with past trading but we all know that in order to generate significant profits it has always been felt necessary that investment should be made and indeed we agreed earlier in the year that we would proceed. Sadly, at the time of writing, we are still awaiting planning permission for the works which we wanted to carry out prior to Easter! As you know, we had wanted to carry out works the previous year and indeed when the new contract was proposed it was expected that works would be carried out during the winter in time for the 2006 season. Due to the delays in the completion of the contract, these works had to be delayed for a year and we now, yet again, find ourselves in the same position.

We obtained the grant to purchase the new wands for the audio tours but, it has taken rather longer than we thought to obtain the new recordings at a reasonable cost. However, I am told that completion of these recordings is imminent although, of course, it is too late to take full advantage of this summer season as we had envisaged although I do hope that we can get them operational by September. If so we plan a burst of advertising to promote this service during the last weeks of the season. We do believe that, properly marketed, these audio wands would be a significant profit maker for the centre and, at the same time, encourage visitors to the centre and to the town model which, in turn, would benefit the retail sales.

I should stress that all the above are my personal views and the whole matter will be considered by my Board at their next meeting but I wanted to reply immediately to your email to me.

With kind regards

Yours sincerely,

Kerry

**From:** Rye Town Council [mailto:ryetowncouncil@btconnect.com]  
**Sent:** 09 August 2007 16:32  
**To:** Kerry de Courcy  
**Cc:** Rita Cox; Robert Bromely; Lorna Hall; Paul@posborne7.orangehome.co.uk; Sonia Holmes  
**Subject:** Heritage Centre Trading Reports and Annual Accounts 2006-07

13/08/2007

Dear Kerry

There is a Policy, Resources & GP Committee meeting scheduled for Tuesday 28 August and I anticipate that Members will express grave concern that there have been no monthly trading reports issued since October 2006 - nor has the Council received payment for the year 2006-07. As you are aware, under the terms of the RTS-RTC Agreement, the Occupancy Fee (min £5,000) is payable to the Council within the 3-month period following the end of the financial year - in this instance, by 30 June 2007.

Surely the problem with the previous year's accounts (2005-06) - which I understand has cast doubt upon the accuracy of the 2006-07 opening balance - must have been resolved by Phipps & Co by now?

As you can appreciate, it is very difficult for Members to assess the performance of the Centre with no financial activity data being made available to it. They can conclude only that 'all is not well'.

Lastly, I would again emphasise that if there are problems that need to be addressed it may be that the Council is able to assist with their resolution.

Yours sincerely

Richard

13/08/2007

**Rye Heritage & Information Centre - Income & Expenditure**

Period April 2007

<u>Sales</u>	<u>Period</u>	<u>Yr to Date</u>
Town Model Sales	2567.00	2567.00
Walking Tours	267.50	267.50
Books	745.10	745.10
Stamps	207.62	207.62
Gifts	2640.79	2640.79
Clothing	55.99	55.99
Post Cards	340.00	340.00
Drinks	104.00	104.00
Confectionery	99.43	99.43
Domestic Textiles	135.40	135.40
Jams & Preserves	125.08	125.08
Beans Pottery	165.25	165.25
Other Automatic Machines	751.00	751.00
W. Wide & Europe Stamps	54.00	54.00
Travel & Tour Operators holding account	272.00	272.00
Photocopying	2.20	2.20
Lundry Sales		
Accommodation	407.90	407.90
Booking Commission Earnings	22.50	22.50
Rye Gifts	585.46	585.46
London Gifts	756.15	756.15
Glass Boats	53.40	53.40
OSPE	142.80	142.80
Local Artists Cards	19.20	19.20
Maps	528.77	528.77
Fudge & Choc biscuits	68.33	68.33
RDC Grant	2620.50	2620.50
Bank Interest received		
Audio & Town Model Discounts		
Ticket Sales		
Castle & Museum	41.00	41.00
	<b>13778.37</b>	<b>13778.37</b>
<u>Purchases</u>		
Publications Maps/DVDs etc	875.86	875.86
Drinks/Confectionery	143.36	143.36
Pottery		
Toys & Novelties		
Stamps for resale in shop		
Domestic Textiles		
Old Penny Arcade	375.50	375.50
Gifts	1651.02	1651.02
Clothing		
Preserves & Biscuits		
Carriage		
Travel Tickets	312.02	312.02
Postcards	147.84	147.84

		3505.60	3505.60
<u>Direct Expenses</u>			
Management Fees	500.00	500.00	
Sales promotion			
Advertising & Marketing			
		500.00	500.00
<u>Overheads</u>			
Gross Wages	3432.79	3432.79	
Employer NI	280.46	280.46	
Staffing Costs (Sub contract)	1307.32	1307.32	
Water Rates			
General Rates	592.00	592.00	
Insurance			
U.K. Provisions			
Subsistence			
Printing			
Postage & carriage	10.25	10.25	
Telephone internet	175.92	175.92	
Stationery Packaging	94.67	94.67	
Repairs renewals			
Cleaning	77.08	77.08	
Premises Expenses			
Health & Safety Expenses			
Bank Charges	187.97	187.97	
Subscriptions			
Clothing Costs Badges			
Refreshments			
Suspense Mispostings			
Other	230.00	230.00	
		6388.46	6388.46
<u>Net Profit/Loss</u>		3384.31	3384.31

Rye Heritage & Information Centre - Income & Expenditure

PERIOD - MAY 2007

<u>Items</u>	<u>Period</u>	<u>Yr to Date</u>
Model Sales	3304.50	5871.50
Tours	163.00	430.50
Stamps	985.44	1730.54
Stamps	194.64	402.26
Gifts	3427.51	6068.30
Clothing	104.75	160.74
Post Cards	527.80	867.80
Drinks	56.90	160.90
Confectionery	149.61	349.04
Domestic Textiles	120.57	255.97
Jams & Preserves	149.82	274.90
Deans Pottery	129.75	295.00
Pier Automatic Machines	857.00	1608.00
W. Wide & Europe Stamps	56.16	110.16
Travel & Tour Operators holding account	503.80	775.80
Photocopying	4.40	6.60
Scrap Sales	5.75	5.75
Accommodation	654.40	1062.30
Bookling Commission Earnings	40.00	62.50
Rye Gifts	405.95	991.41
Lantern Gifts	868.13	1624.28
Glass Boats	134.00	187.40
RSPB	196.35	339.15
Local Artists Cards	22.20	41.40
Maps	595.20	1123.97
Fudge & Choc biscuits	108.67	177.00
RDC Grant	2620.50	5241.00
Bank Interest received	3.63	3.63
Audio & Town Model Discounts		
Ticket Sales		
Castle & Museum		41.00
	<b>16390.43</b>	<b>30168.80</b>
<u>Purchases</u>		
Publications Maps-DVDs etc	262.96	1138.82
Drinks Confectionery	158.02	301.38
Pottery	54.00	54.00
Toys & Novelities	957.18	957.18
Stamps for resale in shop		
Domestic Textiles		
Old Penny Arcade	428.50	804.00
Gifts	1424.96	3073.98
Clothing		
Preserves & Biscuits	288.54	288.54
Carriage		
Travel Tickets	43.00	355.02
Postcards	400.15	547.99

4017.31

7522.91

Direct Expenses

Management Fees	500.00	1000.00
Sales promotion		
Advertising & Marketing		

500.00

1000.00

Overheads

Gross Wages	5438.28	6871.07
Employer N.I.	161.59	441.15
Staffing Costs (Sub contract)	1476.52	2783.84
Water Rates		
General Rates	592.00	1184.00
Traveling		
UK Entertainment		
Assistance		
Printing		
Postage & carriage	17.50	27.75
Telephone internet	205.43	381.35
Stationery Packaging	68.37	163.04
Repairs renewals		
Cleaning	54.16	131.24
Premises Expenses		
Health & Safety expenses		
Bank Charges	154.37	342.34
Subscriptions		
Clothing Costs Bidges	29.99	29.99
Refreshments	1.24	1.24
Suspense Mispostings		
Other	21.67	251.67
Insurance	563.86	563.86

6787.08

13175.54

Net Profit/Loss

5086.04

8470.35

Rye Heritage & Information Centre - Income & Expenditure

PERIOD - JUNE 2007

	<u>Period</u>	<u>Yr to Date</u>
General Goods Sales	2693.50	8565.00
Book Sales	225.00	655.50
Books	706.30	2346.84
Postcards	221.34	673.60
Postage	2495.99	8564.29
Printing	65.70	220.44
Postcards	174.60	1260.40
Books	90.00	250.90
Bookletting	95.25	344.29
Domestic Textiles	324.40	530.37
Books & Preserver	145.77	420.67
Drinks - Pottery	198.49	493.49
Pier Automatic Machines	557.00	2165.00
UK, Wales & Europe Stamps	131.76	241.90
Travel & Tour Operators holding account	452.60	1228.40
Photocopying	6.00	12.60
Stationery Sales	0.60	6.35
Accommodation	613.90	1676.20
Booking Commission Earnings	37.50	100.00
Gifts - Gifts	481.05	1472.46
London Gifts	786.30	2410.58
Glass Boats	98.85	286.25
RSPB	178.50	517.65
Local Artists Cards	13.12	54.52
Maps	524.46	1658.43
Orange & Choc biscuits	46.00	223.00
SDC Grant	2620.50	7891.50
Bank Interest received	17.23	20.86
Amble & Town Model Discounts		
Ticker Sales		
Clubs & Museum		41.00
	<b>14331.71</b>	<b>44410.51</b>
<u>Purchases</u>		
Publications Maps DVDs etc	844.01	1982.83
Drinks Confectionery	141.11	442.49
Pottery	169.76	223.78
Toys & Novelties		957.18
Stamps for resale in shop		
Domestic Textiles	171.75	171.75
Old Penny Arcade	278.50	1082.50
Gifts	2657.29	5733.27
Clothing		
Preserves & Biscuits		288.54
Carriage		
Travel Tickets	188.10	545.12
Postcards	173.50	702.49

4017.31

7522.91

Direct Expenses

Management Fees	500.00	1000.00
Sales promotion		
Advertising & Marketing		

500.00

1000.00

Overheads

Gross Wages	3439.28	6871.07
Employer NI	161.08	442.15
Staffing Costs (Sub contract)	1476.52	2783.84
Water Rates		
General Rates	592.00	1184.00
Traveling		
UK Entertainment		
Sustenance		
Printing		
Postage & carriage	17.50	27.75
Telephone internet	205.43	381.35
Stationery Packaging	68.37	163.04
Repairs renewals		
Cleaning	54.16	131.24
Premises Expenses		
Health & Safety Expenses		
Bank Charges	154.37	342.34
Subscriptions		
Clothing Costs Badges	29.99	29.99
Refreshments	1.24	1.24
Suspense Mispostings		
Other	21.67	251.67
Insurance	563.86	563.86

6787.08

13175.54

Net Profit/Loss

5086.04

8470.35