

**ACCOUNT BALANCES AS AT 31 JULY 2007**

|   | <b>Balance</b>    | <b>Notes</b>             |
|---|-------------------|--------------------------|
| <b>TOWN HALL</b>                          |                   |                          |
| Current/Business Reserve a/c (2% gr)      | 27,480.97         |                          |
| Capital Reserve (.10% gross)              | 187.54            |                          |
| Petty cash                                | 102.44            |                          |
| National Savings (4.45% gross)(no notice) | 67,280.49         |                          |
| Fixed Rate Bond (5.75% gross)             | 34,653.79         | 22.1.07-22.1.08          |
| Fixed Rate Bond (5.75% gross)             | 22,924.62         | 31.1.07-31.1.08          |
| <b>Total TH</b>                           | <b>152,629.85</b> | (June 06: £154,555.84)   |
| <b>HERITAGE CENTRE</b>                    |                   |                          |
| Current/Business Reserve account (2% gr)  | <b>3,389.07</b>   |                          |
| <b>TOTAL TH &amp; HC</b>                  | <b>156,018.92</b> | (June 06: £157,861.84)   |
| <b>OTHER ACCOUNTS</b>                     |                   |                          |
| Rye Relief in Need                        |                   |                          |
| Nationwide                                | 41.44             | <i>To be transferred</i> |
| CafCash (4.29% gr)                        | 8,110.87          |                          |
| Fixed Bond (5.25% gr)                     | 60,000.00         | 12.1.07-14.1.08          |
| <b>Total Rye Relief</b>                   | <b>68,152.31</b>  | (June 06: £66,500.09)    |
| <b>TOTAL FUNDS</b>                        | <b>224,171.23</b> | (June 06: £224,361.93)   |

**RYE TOWN COUNCIL EARMARKED RESERVES**

as at 31.7.07

( ) = date of Council decision to make provision/earmark or date of receipt of payment (eg grant)

**EARMARKED RESERVES (2007-08)**

|  | at 1.4.07     | Provided     | Used         | at 31.7.07    | NOTE |
|--|---------------|--------------|--------------|---------------|------|
| <b>ASSET RENEWAL RESERVES</b>          |               |              |              |               |      |
| Capital Fund Heritage Centre           | 5,436         | 500          | 0            | 5,936         |      |
| Capital Fund Attractions               | 20,000        | 0            | 0            | 20,000        |      |
| Heritage Centre Office Equipment       | 1,000         | 0            | 0            | 1,000         |      |
| Capital Fund Town Hall                 | 16,735        | 2,250        | 0            | 18,985        |      |
| Capital Fund Cottage                   | 10,375        | 0            | 0            | 10,375        | 1    |
| Town Hall Office Equipment             | 77            | 0            | 0            | 72            |      |
| Robes & Regalia                        | 618           | 0            | 0            | 618           | 2    |
| Black & Gold Finger Posts (3.2.03)     | 695           | 0            | 0            | 695           | 2    |
| Skate Park                             | 3,785         | 3,500        | 0            | 7,285         |      |
|  | <b>58,721</b> | <b>6,250</b> | <b>0</b>     | <b>64,966</b> |      |
| <b>OTHER EARMARKED RESERVES</b>        |               |              |              |               |      |
| Computer Software & Training (24.1.00) | 1,181         | 0            | 0            | 1,181         |      |
| Landgate Illuminations (24.1.00)       | 500           | 0            | 0            | 500           |      |
| Rye TIC Contract Bid (28.1.02)         | 1,000         | 0            | 1,000        | 0             | 3    |
| Assets Valuations (28.1.02)            | 870           | 0            | 0            | 870           |      |
| New Lord Warden Installation (3.2.03)  | 137           | 0            | 137          | 0             | 4    |
| New Scout Hut (9.2.04)                 | 3,000         | 0            | 0            | 3,000         | 5    |
| Detached youth work (7.2.05)           | 1,500         | 0            | 0            | 1,500         | 6    |
| Elections                              | 0             | 0            | 0            | 0             | 2    |
| Alarm upgrade                          | 921           | 0            | 0            | 921           |      |
| <b>TOTAL EARMARKED RESERVES</b>        | <b>67,831</b> | <b>6,250</b> | <b>1,137</b> | <b>72,938</b> |      |

**Earmarked Reserve Notes**

- 1 No provision in 2007-08 Budget
- 2 Balance of revenue budget at year end to be placed in Earmarked Reserve
- 3 PRGP 4.6.07 - vire to Gen Reserve
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- 5 2 x £1500 provisions. Total: £3,000
- 6 If required

*Paula Fisher*

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*25 July 2007*

*Councillor Paul Osborne  
Mayor of Rye  
Rye Town Hall  
RYE, TN31 7LA*

*Dear Councillor Osborne,*

*INTERNAL AUDIT - RYE TOWN COUNCIL - 2006-2007*

*I have carried out the duties of Internal Auditor for the activities of Rye Town Council covering the period 1-4-2006 to 31-3-2007 in the following ways.*

*I have made random checks on the Minute books and accounts and I have found that they have been properly and accurately kept.*

*The finance regulations of the Council have been well met concerning - expenditure by authorised invoices; salaries NI Pensions etc; VAT appropriately calculated and dealt with. The income has been properly and quickly banked.*

*The method of budget making and control is clear and regularly monitored at the Council meetings.*

*I am aware of risk management issues and I have found your adopted risk assessment to be comprehensive, detailed and well managed and clearly recorded.*

*The assets register is well prepared and efficiently recorded*

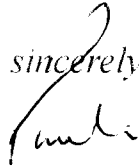
*and annually reviewed. The insurances are well up to date.*

*During my visits to the Town Hall I have discussed with the Town Clerk the workings of Rye Town Council and my conclusions are that Rye is very well managed in respect of those functions for which you are responsible. Likewise those for which you do not directly deliver to your electors but are nevertheless responsible.*

*Now that Rye is a Quality Council it might be possible that some functions could be devolved to you from both Rother District Council and East Sussex County Council. Comparative costings will need to be analysed carefully to ascertain that your town continues to be as well run with cost effectiveness as it appears to be at present.*

*I can find nothing to criticise, whatsoever, and whatever you decide to do in the future your exceedingly efficient Town Clerk will, I am sure, give you very competent advice.*

*Yours sincerely*

A handwritten signature in black ink, appearing to read 'Paula A Fisher', written in a cursive style.

*Paula A Fisher*

1102 ITEM 24

**RYE TOWN COUNCIL  
WORK PROGRAMME as at 21 August 2007**

| <b>Task/Project title</b>                            | <b>Outline</b>   | <b>Deadline</b> | <b>Status</b>   | <b>Notes</b>  |
|--|--|-----------------|---|---|
| Allotments – determining lawful status and ownership | Seeking Counsel's Opinion  | No              | Council to consider estimate on 28.8.07   | RDC Solicitor unlikely to consider further without Counsel's Opinion                                  |
| Annual Accounts 2006-07                              | Town's Council's Income & Expenditure Account and Balance Sheet  | 31.8.07         | Completed – to Council 28.8.07  | Drawn up by Gibbons & Mannington  |
| Annual Report 2006-07                                | Review of the Council year   | Early Summer 07 | Design & print quotes rec'd. Content started  |   |
| Annual Return 2006-07 (Audit Commission)             | Statutory financial statement and statement of assurance   | 31.8.07         | To Council for approval 28.7.07   | Guidance on new requirement provided at SALC Clerks' Network Day, 3.7.07. RTC's Audit Day is 29.8.07. |
| Cycle Path – linking and extending                   | Working Group established to explore link the National Cycle Path and extending to the TPCC                | No              | Site visit with Sustrans: 4.9.07  | An Option (B2) within the Draft Rock Channel Development Brief  |
| Devolvement  | Working Group established to explore devolvement of services/transfer of assets from principal authorities | No              | Members appointed. First meeting: 2.8.07<br>Terms of reference agreed. Report to PRGP 28.8.07 | See also 'Grounds maintenance contract'.  |
| Emergency Planning Group                             | Complete Rye Emergency Plan  | No              | Group re-established. Re-launch meeting: 23.8.07  |   |
| Finger post – Community Centre                       | To be affixed to 'black & gold' post at top of Conduit Hill  | No              | Pending   |   |

|  |  |         |   |  |
|--|--|---------|---|--|
| Grounds maintenance contract (RDC)         | Contract expires Mar 09. RDC has a working group to explore options.                                     | No      | Awaiting formal approach from RDC working group (? July-Aug 07)                                       | RTC has expressed 'in principle' interest in taking on the Rye element of the contract subject to agreement on funding |
| Heritage Centre                            | No monthly trading reports since Oct 06 and no payment of 2006-07 Occupancy Fee                          | No      | Email to RTS CEO 9.8.07.<br>Response to PRGP 28.7.07  | Occupancy Fee is payable within the 3-month period following a financial year end (31 March)                           |
| Internal audit 2006-07                     | Informs Annual Return (Audit Commission)   | 31.8.07 | Completed – favourable report – no concerns.  | Internal auditor is Paula Fisher (re-appointed 5.6.07)   |
| Newsletter (Sep 07)                        | 3 pages within <i>Fixtures</i>   | 19.8.07 | Pending   | Newsletter published quarterly   |
| Rye Local Action Plan                      | Consulting the community to produce a statement of actions it would like to see undertaken in the future | No      | Steering Group membership increased to 10.<br>First meeting: 16.7.07.<br>Target areas/ groups agreed. | Plan production expected to take 12-15 months.   |
| Strand Car Park Pedestrianisation Proposal | Presenting costed proposal of RTC's preferred scheme (dual use summer, car park winter) to RDC           | No      | Pending   |  |

## Cinque Ports Day

Proposal by

Cllr Carole Waters Shepway District Councillor Cabinet Member Tourism and Regeneration

Past speaker New Romney Town

An opportunity for all the Cinque Ports (14) to celebrate their unique heritage, to become an annual event.

- 1 Date set in calendar – e.g. second Saturday in June.
- 2 Each Cinque Port to decide their own celebrations ideas and carry them out
- 3 All 14 ports to join in one united idea- beacon lighting at a set time?
- 4 High profile tourism, media and local resident and youth group involvement
- 5 Budget to be set by each Cinque Port Town – sponsorship opportunities
- 6 Lord Warden involvement
- 7 No conflict with Speakers event or any other event in the individual Cinque Port Towns
- 8 Needs a co-ordinator to monitor participation and involve all media in promoting events