

**ACTIVITY SUMMARY
MARCH 2008 (Month 12)**

TOWN HALL COMMUNICATIONS

	Month	Last year	Year to date	Last year to date
Post in	115	162	1805	2015
Post out	166	71	2105	2383
email in*	256	182	3247	2843
email out	223	76	2173	1043
Tel calls in	218	156	2535	2473
Tel calls out	107	78	1475	1645
Fax in*	1	1	17	47
Fax out	4	9	99	205
Personal callers	107	65	889	802

TOWN HALL BOOKINGS

General	6	2	52	45
Ceremonies	3	2	40	26
Ceremony enqs	12	5	150	82

TOWN CLERK DATES

Mon 3	RDC Council meeting – land north of Udimore Rd
Tues 4	Council and P&T meetings
Fri 7	SALC Clerks' Networking Day, Billingshurst VH
Sun 9	US travel agents Rye visit
Mon 10-14	Annual leave
Mon 17	Meeting with Hedleys Solicitors (allotments) Council and P&T meetings
Wed 18	Annual leave - incl Action in Rural Sussex Board meeting
Thurs 20	Second Marketing & Town Management Review meeting
Fri 21	BH
Sun 23	Wedding viewing
Mon 24	BH
Wed 26	Annual leave – incl Sports Relief Funding Panel meeting
Thurs 27	Annual leave – incl Adult Learning Funding Panel meeting Rye Partnership Members' and Board meetings
Fri 28	RALC Executive Committee meeting
Mon 31	Public Services and P&T meetings

**TOWN CLERK'S REPORT
APRIL 2008 (Month 1)**

TOWN HALL COMMUNICATIONS

	Month	Last year	Year to date	Last year to date
Post in	234	140	234	140
Post out	240	216	240	216
email in*	257	221	257	221
email out	199	146	199	146
Tel calls in	251	199	251	199
Tel calls out	103	100	103	100
Fax in*	2	1	2	1
Fax out	7	11	7	11
Personal callers	126	69	126	69

TOWN HALL BOOKINGS

General	4	4	4	4
Ceremonies	2	0	2	0
Ceremony enqs	24	15	24	15

TOWN CLERK DATES

<i>Wed 2</i>	Rye Annual Town Meeting
<i>Thurs 3</i>	Annual Parish Conference, Northiam VH
<i>Mon 14</i>	Policy and Planning Committee meetings
<i>Wed 16</i>	Rother Local Clerks meeting, Battle
<i>Thurs 17</i>	SALC Exec Committee meeting, Heathfield
<i>Mon 21</i>	Rye Emergency Planning Group meeting
<i>Tues 22</i>	Council meeting
<i>Wed 23</i>	Action in Rural Sussex staff/trustee 'Away Day', Lewes Rother Assoc of Local Councils meeting, Battle
<i>Thurs 24</i>	Partnership Board meeting
<i>Sun 27</i>	St George's Day Service
<i>Mon 28</i>	Planning and L+T Committee meetings
<i>Wed 30</i>	Meeting with new RDC Director of Resources, Malcolm Johnston

**RYE TOWN COUNCIL
WORK PROGRAMME as at 2 June 2008**

PRO ITEM 7

Task/Project title	Outline	Target completion/review	Status	Notes
Allotments – reversion to RTC	Securing RDC co-operation	1.9.08-31.3.09	RTC solicitor wrote to RDC May 08	Believed to be on RDC Cabinet agenda 9.6.08
Annual Report 2007-08	Review of the Council year	30.6.08	95% complete	
Annual Return/Annual Accounts 2007-08/Audit	Under new rules Ann Return must be approved by Council by 31 July.	21 July 2008	Documentation prepared for accountants – waiting Internal Auditor inspection	Internal auditor expected w/c 9.6.08
Cycle Path – linking and extending	Sustrans offered to undertake 'mini-feasibility study' on completing NCN through Rye in early 2008	May 2008	Sustrans wishes to re-visit site – date TBA. Needs chasing again	An Option (B2) within the Draft Rock Channel Development Brief
Devolvement	Jointly-funded consultancy work to establish RDC's Rye income/costs commenced w/c 24.3.08	Dependent on RDC	RDC still 'firming up'. Clerk and Cllr Russell chasing.	See also 'Grounds maintenance contract'.
Emergency Planning Group	Complete Rye Emergency Plan – assistance required from Charles Sharrod (EPO).	Summer 2008	Charles Sharrod's offer to draft a Rye plan accepted	Object: to produce a basic workable plan with Rye divided into sectors with volunteer wardens. REACT will meet again when draft plan available
Finger post – Community Centre	To be affixed to 'black & gold' post at top of Conduit Hill	Community Centre to determine	Pending. TC has provided supplier details/guidance to Comm Centre Assoc.	
Grounds maintenance contract (RDC)	Contract expires Mar 09. RDC has a working group to explore options.	RDC to determine	RDC proposing not to offer Rye element on the	RDC Officers proposing to extend contract to 30.11.12 (to be considered by Cabinet 9.6.08)

				grounds will render remaining District contract unviable.	
Heritage Centre Newsletter (July 08)	No Annual Accounts for 2006-07 3 pages within <i>Fixtures</i>	Ongoing problem 19.6.08		Periodic chasing Not started	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	31.3.09		RTC budget includes contribution towards employing Co-ordinator	Plan production takes 12-15 months (av). Council has agreed to prioritise devolvement of services. Possibility of funding from AiRS and RDC Town Management monies – linked to Marketing Review
Skate Park	Installation of 2 remaining items of equipment outstanding	Autumn 2008		Ongoing problem with RDC releasing (to RVA) 2 x £5k Comm Project Grants. Original equipment needs resurfacing (provision in RTC budget)	Base and main item of equipment installed November 2005. Youth Development application for ESCC Youth Opportunities Capital Fund monies failed 3 times in 2007-08. Assuming RDC £10k confirmed (and accepted by RTC), could be completed 2008 (updated installation quote awaited)
Strand Car Park Pedestrianisation Proposal	Presenting costed proposal of RTC's preferred scheme (dual use summer; car park winter) to RDC	Late summer 2008		Pending	
Web site	Complete control over content	Summer 08		Largely achieved but technical problem uploading files 500kb+	