

**TOWN CLERK'S ACTIVITY SUMMARY  
JULY 2009 (Month 4)**

**TOWN HALL COMMUNICATIONS**

	Month	Last year	Year to date	Last year to date
Post in	195	154	697	730
Post out	173	132	722	566
email in*	657	268	1863	1120
email out	461	187	1466	792
Tel calls in	167	171	808	848
Tel calls out	121	93	414	392
Fax in*	0	1	8	4
Fax out	2	4	17	28
Personal callers	68	107	356	138

**TOWN HALL BOOKINGS**

General	6	1	20	13
Ceremonies	5	10	17	28
Ceremony enqs	12	12	52	60

**TOWN CLERK DATES**

*(official capacity)*

Mon 6	P&T and L&T Committee meetings
Tues 7	Informal meeting with Aroncorp, Town Hall
Wed 8	RALC meeting, Watch Oak, Battle
	Rye Local Action Team meeting, Town Hall
Mon 13	Rye Local Action Plan Steering Group, Town Hall
Fri 17	Collect surplus bicorns & tricornes, Eastbourne Town Hall
Mon 20	P&T and Public Services Committee meetings
Thurs 23	Rother Crime & Anti-Social Behaviour meeting, Brede Village Hall
Mon 27	Rye Local Action Plan Steering Group, Town Hall
Wed 29	Rye Emergency Action Community Team (REACT) meeting, Town Hall

*(other - relevant)*

Wed 1	Robertsbridge Enterprise Group* AGM, Darvell Community * similar to a chamber of commerce
Wed 8	Rother Youth Partnership committee meeting, Battle Youth Centre
Thurs 9	Ewhurst Parish Council meeting
Tues 14	Mountfield Parish Council meeting
Wed 22	Action in Rural Sussex Marketing & Communications Committee, Lewes
Fri 24	Risk Assessment for Staplecross Bowls Club
Tues 28	Rye Fund Local Panel meeting, Fletchers House

## RYE TOWN COUNCIL

### TOWN CLERK'S ACTIVITY SUMMARY AUGUST 2009 (Month 5)

#### TOWN HALL COMMUNICATIONS

	Month	Last year	Year to date	Last year to date
Post in	99	126	796	856
Post out	111	136	833	702
email in*	505	253	2368	1373
email out	345	183	1811	975
Tel calls in	146	151	954	999
Tel calls out	98	95	512	487
Fax in*	1	1	9	5
Fax out	3	4	20	32
Personal callers	85	109	441	247

#### TOWN HALL BOOKINGS

General	2	1	22	14
Ceremonies	9	14	26	42
Ceremony enqs	14	17	66	77

#### TOWN CLERK DATES

*(official capacity)*

Sat 1	Wedding, Town Hall
Sun 2	Wedding, Town Hall
Mon 3	PRGP and P&T Committee meetings
Tues 4	Devolved Services Working Group meeting
Sat 8	Wedding viewing, Town Hall
Sun 9	Wedding, Town Hall
Mon 10	Power of Well Being training, Town Hall
Mon 17	Council meeting, P&T Committee meeting
Tues 18	Finger posts inspection, Broxap

*(other - relevant)*

10.9.09

**RYE TOWN COUNCIL  
WORK PROGRAMME as at 6 October 2009**

PROC 1 TEM 34

<b>Task/Project title</b>	<b>Outline</b>	<b>Target/review</b>	<b>Status</b>	<b>Notes</b>
Allotments – reversion to RTC	Return of function/land	31.3.09	RTC rejected RDC long leasehold proposal on 11.5.09 and advised RDC that it would consider mediation/arbitration to settle the dispute. RDC's response – and further advice from RTC's solicitors- to be considered by Council on	
Annual Report 08-09	Publication	30.6.09	Distributed	
Annual Return/Annual Accounts 2008-09/Audit	Under new rules Ann Return must be approved by Council by 30 June each year	30 June 09	Mazars (external auditor) has given an unqualified opinion (no issues identified)	
Chamber tables	Restoring/Repairing (rather than replacing	Ongoing	Two quotes received – not yet assessed.	
Cycle Path – linking and extending	Sustrans offered to undertake 'mini-feasibility study' on completing NCN through Rye in early 2008	Spring 2009	Sustrans Officer has made further contact but further communications required	An Option (B2) within the Draft Rock Channel Development Brief and cited in LDF Core Strategy. In draft Rye LAP
Devolvement	Council (26.1.09) agreed to pursue 'Package B' (allotments, public conveniences, tourism and car parks) but subsequently asked WG to review package	Ongoing	WG met 4.8.09, agreeing to seek more information from RDC in respect of public conveniences, car parks – and to bear in mind marketing and grounds maintenance. Next meeting was (29.9.09) postponed because of the last minute response from the RDC Officer concerned.	The date of the next WG meeting needs to be arranged.
Emergency Planning Group (REACT)	Complete Rye Emergency Plan	Summer 2009	Steering Group meeting more frequently. Part 1 of a simplified Rye Action Plan will be put to the Council meeting on 26.10.09 for adoption/backing.	Object: to produce a basic workable plan with Rye divided into sectors with volunteer wardens.

Finger posts – additional	RDC wishes to fund additional fingers signing 'Tourist Information Centre'	Ongoing	Quote received from manufacturer. RDC has agreed to prices. Estimates needed for installation.	Posts need to be extended to accommodate RDC. Opportunity could be taken to replace missing/broken fingers
Heritage Centre	Delays in generating relevant financial reports (source material has to be passed to accountants) 3 pages within <i>Fixtures</i>	Summer 09	Suitable HC staff member has been trained to use QuickBooks accounting software. About to commence inputting data from 1.8.09 Not started	Will result also in a net saving (accountants fee reduced significantly)
Newsletter (Dec 09)		21.11.09		Newsletter published quarterly
Power of Well-Being (acquisition)	Replaces s 137 expenditure	Oct 09	100% Councillors trained. Community Engagement Statement of Intent published. Awaiting results of Clerk's assessed piece of work prior to Council being asked to confirm (resolve) that it is eligible to exercise the power	Eligibility would last until the next full elections (May 2011)
Rye Local Action Plan	Consulting the community to produce a statement of actions it would like to see undertaken in the future	October 2009 (published plan)	Being printed. Steering Group to meet to discuss launch and content of the publicity flyer	
Rye Town Services	Payment of monies owed to RTC (£17,744.17)	Not determined	Unpaid. Michael Foster has been advised that RTC cannot agree to mediation/arbitration.	No realistic prospect of receiving
Strand Car Park Pedestrianisation Proposal	Presenting costed proposal of RTC's preferred scheme (dual use summer; car park winter) to RDC	?	Pending	Not a priority