

**TOWN CLERK'S ACTIVITY SUMMARY  
SEPTEMBER 2009 (Month 6)**

**TOWN HALL COMMUNICATIONS**

	<b>Month</b>	<b>Last year</b>	<b>Year to date</b>	<b>Last year to date</b>
<b>Post in</b>	201	226	997	1082
<b>Post out</b>	155	160	988	862
<b>email in*</b>	470	262	2838	1635
<b>email out</b>	376	210	2187	1185
<b>Tel calls in</b>	109	203	1063	1202
<b>Tel calls out</b>	95	107	607	594
<b>Fax in*</b>	2	0	11	5
<b>Fax out</b>	5	6	25	38
<b>Personal callers</b>	81	79	522	326

**TOWN HALL BOOKINGS**

<b>General</b>	11	7	33	21
<b>Ceremonies</b>	6	3	32	45
<b>Ceremony enqs</b>	17	10	83	87

**TOWN CLERK DATES**

*(official capacity)*

<i>Tues 2</i>	Rye Local Action Team meeting
<i>Mon 7</i>	Urgent Council meeting
<i>Mon 14</i>	Planning & Townscape
<i>Wed 16</i>	REACT meeting
<i>Mon 28</i>	Planning & Townscape and Leisure & Tourism
<i>Tues 29</i>	Devolved Services Working Group meeting

*(other - relevant)*

<i>Fri 4</i>	RALC Executive Committee meeting, Battle
<i>Tues 8</i>	Rye Fund Panel meeting
<i>Wed 9</i>	AiRS Board meeting, Turners Hill
<i>Thurs 10</i>	Ewhurst PC meeting, Staplecross
<i>Fri 11</i>	East Sussex Rural Forum, Boreham Street
<i>Tues 15</i>	Mountfield PC meeting
<i>Fri 18</i>	Joint meeting of East and West Sussex SALC Executive Committees, Plumpton
<i>Mon 21</i>	Mountfield Village Hall Committee meeting
<i>Tues 22</i>	Rye Fund Panel meeting
<i>Thurs 24</i>	Rother Youth Partnership meeting, Battle
<i>Wed 30</i>	East Sussex SALC Executive Committee meeting

## RYE TOWN COUNCIL

### TOWN CLERK'S ACTIVITY SUMMARY OCTOBER 2009 (Month 7)

#### TOWN HALL COMMUNICATIONS

	Month	Last year	Year to date	Last year to date
Post in	130	167	1127	1249
Post out	165	175	1153	1037
email in*	451	287	3289	1922
email out	328	197	2515	1382
Tel calls in	146	211	1209	1413
Tel calls out	98	106	705	700
Fax in*	0	1	11	6
Fax out	2	5	27	43
Personal callers	78	98	600	424

#### TOWN HALL BOOKINGS

General	5	6	38	27
Ceremonies	9	5	41	50
Ceremony enqs	15	10	98	97

#### TOWN CLERK DATES

*(official capacity)*

Sat 3	Speaker's Day, Dover
Wed 7	RALC meeting, Watch Oak, Battle
Mon 12	PRGP and P&T Committee meetings
Wed 14	Rye Local Action Team meeting
Mon 19	Informal meeting with Edward Peel re: Rye's pcs
Wed 21	Animate Open Day
Mon 26	Council and P&T Committee meetings
Tues 27	Rye LAP Steering Group meeting

*(other - relevant)*

Wed 7	Sedlescombe & Ewhurst Priority Setting Panel meeting, Staplecross
Thurs 8	Ewhurst PC meeting, Staplecross
Tues 13	Rye Fund Panel meeting, Town Hall
Fri 16	AirS Marketing & Communications Committee meeting. Lewes
Tues 20	Learning & Skills Council Community Fund Panel meeting. Lewes
Thurs 29	Rye Partnership Board meeting

## RYE TOWN COUNCIL

### TOWN CLERK'S ACTIVITY SUMMARY NOVEMBER 2009 (Month 8)

#### TOWN HALL COMMUNICATIONS

	Month	Last year	Year to date	Last year to date
Post in	153	183	1280	1599
Post out	173	159	1326	1196
email in*	525	264	3814	2186
email out	365	203	2880	1585
Tel calls in	170	199	1379	1612
Tel calls out	103	120	808	820
Fax in*	0	1	11	7
Fax out	2	4	29	47
Personal callers	71	91	671	515

#### TOWN HALL BOOKINGS

General	6	4	44	31
Ceremonies	3	2	44	52
Ceremony enqs	15	12	113	109

#### TOWN CLERK DATES

*(official capacity)*

Wed 4	Rother Parish Planning Seminar, Battle Memorial Hall
Sat 7	Weddings/Ceremonies, Town Hall
Sat 8	Remembrance Service
Mon 9	Council, Public Services and P&T Committee meetings
Wed 11	Society of Local Council Clerks Regional Conference, Uckfield Rye Local Action Team meeting
Mon 23	P&T and L&T Committee meetings
Tues 24	Low Carbon Communities Challenge steering group meeting, The George REACT meeting, Town Hall
Mon 30	P&T Committee meeting Informal ATM meeting

*(other - relevant)*

Fri 6	SALC & AirS AGMs, Ardingly
Tues 17	ACAS mediation training, Lewes Mountfield PC meeting
Wed 18	AirS Board meeting, Cooksbridge
Thurs 19	ACAS mediation training, Lewes
Thurs 26	Rye Partnership Board meeting

## RYE TOWN COUNCIL

### TOWN CLERK'S ACTIVITY SUMMARY DECEMBER 2009 (Month 9)

#### TOWN HALL COMMUNICATIONS

	Month	Last year	Year to date	Last year to date
Post in	145	237	1425	1836
Post out	297	207	1623	1403
email in*	315	276	4129	2462
email out	205	203	3085	1788
Tel calls in	166	174	1545	1786
Tel calls out	81	114	889	934
Fax in*	0	3	11	10
Fax out	4	6	33	53
Personal callers	67	62	738	577

#### TOWN HALL BOOKINGS

General	4	10	48	41
Ceremonies	7	4	51	56
Ceremony enqs	7	8	120	117

#### TOWN CLERK DATES

*(official capacity)*

<i>Tues 2</i>	Rye Local Action
<i>Mon 7</i>	Council and P&T Committee meetings
<i>Mon 14</i>	Mayor's Christmas Social, Town Hall
<i>Mon 21</i>	P&T Committee meeting
<i>Thurs 24-</i>	<i>Office shut</i>

*(other - relevant)*

<i>Fri 4</i>	RALC Executive Committee meeting, Almonry, Battle
<i>Wed 9</i>	AirS Marketing & Communications Committee meeting
<i>Thurs 10</i>	Ewhurst PC meeting
<i>Wed 16</i>	Battle Area Community Transport AGM

**RYE TOWN COUNCIL**  
**WORK PROGRAMME as at 19 January 2010** **PR04 Item 50**

<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	ongoing	RTC has asked Roger Taylor (Hedleys) to advise on the 'restriction' route. Roger Taylor has passed the file to a colleague for a fresh look at the situation – and this has resulted in a request for further information from RTC and also from ESCC regarding the conveyance of allotment land between Rye Corporation and ESCC in 1938 and 1958.	RTC has not specifically instructed Hedleys to seek information from ESCC.
Annual Report 09-10	Publication	30 June 2010	Not yet due to commence	
Annual Return/Annual Accounts 2009-10/Audit	Council approval	30 June 2010	Not yet due to commence	
Annual Town Meeting 2010	Reviewing format, venue etc	24 March 2010 (ATM date)	Actioned: venue, microphones, refreshments, College presentation etc arranged.	Community Centre may be too small. Verbal reports to be restricted to introduction/outline (except Mayor)
Chamber tables	Restoring/Repairing (rather than replacing)	Ongoing	Repaired	
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. Possibility of funding via Rye Partnership InterReg bid.	An Option (B2) within the Draft Rock Channel Development Brief and cited in LDF Core Strategy. In draft Rye LAP
Devolve	Current RTC position: to seek further financial information in respect of car parks and public conveniences – then to consult with the electorate.	Ongoing	Trying to arrange a meeting with RDC	

Emergency Planning Group (REACT)	Complete Rye Emergency Plan	Summer 2010	Part 1 'approved' by the Council; production of Part 2 (internal document) in progress	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)	March 2010	Suitable HC staff member has been trained to use QuickBooks accounting software. A few report generation issues to be addressed.	Will result also in a net saving (accountants fee reduced significantly)
Newsletter (April 2010)	3 pages within <i>Fixtures</i>	19.3.10	Not started	Newsletter published quarterly
Power of Well-Being (acquisition)	Replaces s 137 expenditure	Oct 09	Adopted	Eligibility lasts 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	
Quality Council status	Re-accreditation sue Sep 2010	14.9.10	To be considered 26.1.10	
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	Preparing a costing	2010	Pending	