

**TOWN CLERK'S REPORT
JANUARY 2009 (Month 10)**

TOWN HALL COMMUNICATIONS

	Month	Last year	Year to date	Last year to date
Post in	183	194	2019	1554
Post out	186	185	1589	1799
email in*	335	310	2797	2721
email out	239	175	2027	1780
Tel calls in	217	197	2005	2118
Tel calls out	106	110	1040	1282
Fax in*	2	1	12	15
Fax out	2	5	55	93
Personal callers	78	63	655	697

TOWN HALL BOOKINGS

General	3	6	44	46
Ceremonies	2	1	58	35
Ceremony enqs	27	18	144	117

TOWN CLERK DATES

Mon 5	Office re-opens
	P&T and Public Services Committee meetings
Tues 13	Mountfield PC meeting
Wed 14	RALC meeting
Fri 16	Merchant Mariners' presentations, Town Hall
Mon 19	P&T and Policy Committee meetings
Tues 20	Rye LAT meeting
Thurs 22	Rye Partnership AGM and Public Meeting
Mon 26	Council meeting
Tues 27	Meeting with RTS and Town Councillors
Wed 28	Rother Clerks meeting, Battle
	Meeting with Janet Ormerod, Sussex Community Foundation
Thurs 29	Planning Portal demo, Bexhill
Fri 30	AirS Communications & Marketing Committee meeting
Sat 31	Rye LAT Open Meeting, Community Centre

RYE TOWN COUNCIL

TOWN CLERK'S REPORT FEBRUARY 2009 (Month 11)

TOWN HALL COMMUNICATIONS

	Month	Last year	Year to date	Last year to date
Post in	166	136	2185	1690
Post out	111	140	1700	1939
email in*	308	270	3105	2991
email out	262	170	2289	1950
Tel calls in	184	199	2189	2317
Tel calls out	87	86	1127	1368
Fax in*	0	1	12	16
Fax out	1	2	56	95
Personal callers	97	85	752	782

TOWN HALL BOOKINGS

General	3	0	47	46
Ceremonies	3	2	61	37
Ceremony enqs	8	21	152	138

TOWN CLERK DATES

<i>Mon 2</i>	P&T and L&T Committee meetings
<i>Mon 10</i>	Special Council Meeting
<i>Fri 13</i>	Rye MP surgery (and wedding viewing)
<i>Mon 16</i>	P&T Committee meeting
<i>Mon 23</i>	ATM Working Group
<i>Tues 24</i>	Rye LAP Steering Group
<i>Wed 25</i>	Annual leave – AirS Board meeting
<i>Thurs 26</i>	Meetings with TSE and HC staff

RYE TOWN COUNCIL

TOWN CLERK'S REPORT MARCH 2009 (Month 12)

TOWN HALL COMMUNICATIONS

	Month	Last year	Year to date	Last year to date
Post in	232	115	2417	1805
Post out	190	166	1890	2105
email in*	362	256	3467	3247
email out	257	223	2546	2173
Tel calls in	178	218	2367	2535
Tel calls out	84	107	1211	1475
Fax in*	1	1	13	17
Fax out	8	4	64	99
Personal callers	87	107	839	889

TOWN HALL BOOKINGS

General	5	6	52	52
Ceremonies	6	3	67	40
Ceremony enqs	15	12	167	150

TOWN CLERK DATES

<i>Tues 3</i>	Council meeting
<i>Thurs 5</i>	<i>Annual leave</i> – RALC Exec Committee meeting
<i>Mon 9</i>	Rye Merchant Seamen's Fund meeting
<i>Tues 10</i>	Mountfield PC meeting
<i>Wed 11</i>	Rye LAT meeting
<i>Fri 13</i>	MP surgery
<i>Sun 15</i>	Town Hall wedding
<i>Mon 16</i>	Council and P&T Committee meetings
<i>Thurs 19</i>	Informal meeting with TSE and RDC
<i>Sat 21</i>	TH wedding
<i>Sun 22</i>	TH weddings
<i>Tues 24</i>	Rye LAP Steering Group meeting
<i>Wed 25</i>	<i>Annual leave</i> – Neighbourhood Learning Capital Fund Grants Panel
<i>Mon 30</i>	Council, P&T and Public Services Committee meetings
<i>Tues 31</i>	Clerks Networking Day, East Grinstead

RYE TOWN COUNCIL

TOWN CLERK'S REPORT APRIL 2009 (Month 1)

TOWN HALL COMMUNICATIONS

	Month	Last year	Year to date	Last year to date
Post in	221	234	221	234
Post out	247	240	247	240
email in*	284	257	284	257
email out	233	199	233	199
Tel calls in	224	251	224	251
Tel calls out	109	103	109	103
Fax in*	3	2	3	2
Fax out	7	7	7	7
Personal callers	105	126	105	126

TOWN HALL BOOKINGS

General	7	4	7	4
Ceremonies	3	2	3	2
Ceremony enqs	21	24	21	24

TOWN CLERK DATES

<i>Wed 1</i>	AirS Board meeting ATM, Community Centre
<i>Thurs 2</i>	Rye Partnership Directors and Members' meetings
<i>Mon 6</i>	HC staff meeting
<i>Thurs 9</i>	Annual Rother Parish Conference, Brede Village Hall
<i>Tues 14</i>	P&T Committee meeting
<i>Wed 15</i>	<i>Annual leave</i> – AirS Marketing & Communications meeting
<i>Thurs 16</i>	Rye LAP Steering Group meeting
<i>Mon 20</i>	Salehurst & Robertsbridge Parish Assembly
<i>Wed 22</i>	RALC, Watch Oak, Battle
<i>Thurs 23-</i> <i>Fri 24</i>	Village of the Year judging
<i>Sun 26</i>	St Georges Day Service
<i>Mon 27</i>	P&T Committee meeting
<i>Wed 29</i>	AirS Away Day, Berwick
<i>Thurs 30</i>	Rye LAP Steering Group meeting

2.6.09

**RYE TOWN COUNCIL
WORK PROGRAMME as at 31 May 2009**

PROJ ITEM 7

Task/Project title	Outline	Target/review	Status	Notes
Allotments – reversion to RTC	Return of function/land	31.3.09	RTC rejected RDC long leasehold proposal on 11.5.09	RTC needs to decide next step (with ref to legal opinion)
Annual Report 2008-09	Publication	30.6.09	Not started	
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	Going to Council 22.6.09	
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
Devolvement	Council (26.1.09) agreed to pursue 'Package B' (allotments, public conveniences, tourism and car parks)	Ongoing	No progress	Contradiction: RTC considers allotments function has been devolved to RDC.
Emergency Planning Group	Complete Rye Emergency Plan	Summer 2009	Charles Sharrod's draft Rye plan received and considered by REACT. John Holbrook has offered to take over admin/secretary role. Need to liaise with to re-start meetings.	Object: to produce a basic workable plan with Rye divided into sectors with volunteer wardens.
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.	
Heritage Centre	Delays in generating financial reports (source material has to be passed to accountants)	Summer 09	Desirable: train a suitable HC staff member in the use of QuickBooks accounting software	
Newsletter (June 09)	3 pages within <i>Fixtures</i>	21.5.09	Postponed until July issue due to Clerk's workload	Newsletter published quarterly
Power of Well-Being (acquisition)	Replaces s 137 expenditure	Not determined	29.5.09 Council supported 'in principle'	Clerk and 80% of Members need to be trained

Rye Local Action Plan	Consulting the community to produce a statement of actions it would like to see undertaken in the future	Summer 2009 (published plan)	Draft Plan close to completion	Needs to be presented to key stakeholders – and RTC for adoption – prior to publication
Rye Town Services	Payment of monies owed to RTC (£15,440.47)	Not determined	Unpaid	Action agreed by Council (11.5.09) not yet pursued – pending discussion with Cllr Potter
Skate Park	Payment of two RDC Community Project Grants (total; £10k) outstanding	asap	RDC has stated that payment has been authorised	
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