

**ACTIVITY SUMMARY
AUGUST 2007 (Month 5)**

TOWN HALL COMMUNICATIONS

	Month	Last year	Year to date	Last year to date
Post in	144	163	761	957
Post out	163	209	949	930
email in*	265	185	1402	1161
email out	176	134	883	383
Tel calls in	197	207	1113	1133
Tel calls out	99	113	578	682
Fax in*	4	10	10	27
Fax out	8	13	33	55
Personal callers	86	89	242	361

TOWN HALL BOOKINGS

General	2	2	19	24
Ceremonies	6	4	22	19
Ceremony enqs	9	5	54	26

TOWN CLERK DATES

<i>Thurs 2</i>	Devolved Services Working Group meeting Rock Channel Draft Development Brief Exhibition
<i>Mon 6</i>	Meeting with Martin Fisher, RVA re: Partnership Town Management and Marketing survey Animate risk assessment Planning & Townscape committee meeting
<i>Wed 8</i>	Beckley Parish Council meeting – Minute taking
<i>Thurs 9</i>	Monkbretton Bridge closure meeting, Town Hall
<i>13-14</i>	Away
<i>Mon 20</i>	Planning & Townscape Committee meeting
<i>Thurs 23</i>	REACT re-launch meeting, Town Hall
<i>Tues 28</i>	Council and Policy Committee meetings Job evaluation: Beckley Parish Council Rye in Bloom meeting: prep for Flower & Vegetable Show
<i>Thurs 30</i>	Interviewing: Partnership Administration Assistant Partnership Directors' meeting

RYE TOWN COUNCIL

ACTIVITY SUMMARY SEPTEMBER 2007 (Month 6)

TOWN HALL COMMUNICATIONS

	Month	Last year	Year to date	Last year to date
Post in	138	154	899	1111
Post out	150	137	1099	1067
email in*	256	176	1658	1337
email out	172	101	1055	484
Tel calls in	239	237	1352	1370
Tel calls out	139	165	717	847
Fax in*	0	1	10	28
Fax out	13	21	46	76
Personal callers	106	55	348	416

TOWN HALL BOOKINGS

General	5	4	24	28
Ceremonies	5	3	27	22
Ceremony enqs	11	11	65	37

TOWN CLERK DATES

Sat 1	RIB Flower & Vegetable Show
Mon 3	P&T and Public Services Committee meetings Information & Visitor Management Group meeting
Tues 4	Meeting with Sustrans
Thurs 13	Meeting with Guestling Clerk Designate RALC EC meeting, Battle
Mon 17	Council and P&T Committee meetings
Tues 18	Rye Local Action Team meeting
Mon 24	SALC EC meeting, Plumpton Green
Thurs 27	Partnership Members' and Board meetings

10.10.07

**RYE TOWN COUNCIL
WORK PROGRAMME as at 23 October 2007**

Task/Project title	Outline	Deadline	Status	Notes
Allotments – determining lawful status and ownership	Seeking Counsel's Opinion	No	Solicitors instructed – Opinion imminent	RDC Solicitor unlikely to consider further without Counsel's Opinion. Relevant to Rock Channel Development Brief and devolution of services
Annual Report 2006-07	Review of the Council year	Early Summer 07	Design & print quotes rec'd. Content started	Late!
Annual Return 2006-07 (Audit Commission)	Statutory financial statement and statement of assurance	31.8.07	Awaiting 'signing off' by external auditors (Mazars)	
Cycle Path – linking and extending	Working Group established to explore link the National Cycle Path and extending to the TPCC	No	Site visit with Susstrans 4.9.07. Susstrans to draft feasibility study to link National Route through Rye early 2008	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	Second meeting to consider RDC's 'requirements' 29.10.07. Will report to Council 12.10.07	See also 'Grounds maintenance contract'.
Emergency Planning Group	Complete Rye Emergency Plan	No	Second meeting of REACT: 24.10.07. Working draft to be refined.	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	No	Pending	

Grounds maintenance contract (RDC)	Contract expires Mar 09. RDC has a working group to explore options.	No	RTC completed basic RDC questionnaire 17.9.07	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	Trading Reports now submitted on time but Occupancy Fee/Annual Accounts outstanding	Occupancy Fee is payable within the 3-month period following a financial year end (31 March)
Internal audit (review of effectiveness)	New Audit Commission requirement	31.3.08	Commenced	
Newsletters (Dec 07)	3 pages within <i>Fixtures</i>	19.11.07	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. First meeting: 16.7.07. Target areas/ groups agreed. Won't progress unless an enthusiastic coordinator can be identified.	Plan production takes 12-15 months.
Skate Park	Installation of 4 items of equipment outstanding	asap	2 additional items ordered for installation	Base and main item of equipment installed November 2005.
Strand Car Park Pedestrianisation Proposal	Presenting costed proposal of RTC's preferred scheme (dual use summer; car park winter) to RDC	No	Aut 07. Ongoing problem with RDC releasing (to RVA) 2 x £5k Community Project Grants	
			Pending	