

**Minutes of a Meeting of the Policy, Resources & General Purposes  
Committee, held at the Town Hall, Rye, on  
Monday 17 July 2017**

- PRESENT** Councillors Mike Boyd (**Committee Chairman** - Deputy Mayor), Jonathan Breeds (Mayor), Cheryl Creaser, Bernardine Fiddimore, Rebekah Gilbert, Andi Rivett (**Committee Vice-Chairman**)
- IN ATTENDANCE** Richard Farhall - Town Clerk; Cllrs Pat Hughes and Andy Stuart; Louisa O'Shaughnessy – HC Manager *[part]*; Jessica Neame – General Assistant *[part]*; Gerard Reilly - *Rye News*
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*The meeting commenced at 7.56pm.*

**11 APOLOGIES**

Apologies for absence – and the reasons as lodged with the Clerk – were accepted from Cllrs Sam Barnes, Jo Kirkham and Ray Prewer.

**12 CODE OF CONDUCT: DISCLOSURES OF INTEREST**

There were no disclosures of interest.

**13 MINUTES**

**RESOLVED** To adopt the Minutes of the meeting held on 22 May 2017 (PR01) as a correct record.

**14 MATTERS ARISING**

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*51.2d) HC – Structure (seeking guidance on alternatives from Hedleys and SSALC. Outstanding.*

*5.5 Grant application (ascertaining whether the Rye Festival's Constitution provides for RTC representation) Outstanding.*

*52 Supporting Local Businesses, Recommendation (Holding an annual reception for all Rye businesses – to coincide with Small Business Saturday) Outstanding.*

*21.1b) Town Hall Budget Monitor, para 2 (briefing on the TH and HC financial reports) To be arranged.*

*34.1a) Drafting appropriate procedures to facilitate online banking Outstanding.*

*34.5 Millennium Wall: insurance (all risks) Ascertaining the additional premium Outstanding.*

*38 Business Planning (Drafting a matrix of the Visioning priorities) Outstanding.*

*6.1a) Ceremonies – providing the number held so far this year – as well as the previous period. Outstanding.*

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23.2a) *Heritage Centre: progress report, Resolved 2 (Ascertaining the status of RDC's contract with Brochure Connect)* Outstanding.

23.2a) *Heritage Centre: progress report, Resolved 3 (Asking the Rye Ward Members to chase up the lack of progress in relation to brown 'I' signage)* Outstanding.

25 *BT Payphones, Resolved (To ask BT Payphones to repair the kiosk at the Railway Station)* Outstanding.

44 *Town Hall Access (Asking the Conservation & Design Officer to discuss the installation of a handrail on the main staircase)* Outstanding.

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5.2c) *Heritage Centre – Budget Monitor (Exploring charitable status)* Ongoing.

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5.5 *Future Funding Requirements, Resolved 1 (Cllr Creaser drafting idea to raise funds for RRIN)* Cllr Creaser reported that she had discussed an event (utilising volunteers) with the Mayor. She needed to see the General Assistant to identify a suitable date when the Mayor would be available.

7 *Public Seat, Top of Udimore Road (Accepting Cllr Rivett's offer to examine the works required and liaise with the Town Steward)* Cllr Rivett was manufacturing replacement slats and would install these using new fittings.

8 *Provision of Discounted Accommodation* The Clerk advised that RTC was awaiting an opinion from a barrister – adding that if progress did not speed up he would arrange an urgent Council meeting if necessary.

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*Pension Scheme* Council had determined this matter; however, a response had not yet been received from the member of staff concerned.

## 15 FINANCE

### 15.1 Town Hall

#### a) Schedule of Authorised Payments and Statement of Income

**RESOLVED To receive and adopt the Schedule of Authorised Payments and Statement of Income for April 2017-May 2017.**

#### b) Budget Monitor

Responding to Cllr Gilbert's observation that the budget provides for rent being paid on 97 South Undercliff from September, the Clerk suggested that was still possible. Cllr Gilbert highlighted the importance of obtaining generating rental income to service the loan repayment.

**RESOLVED 1 To advise Heringtons that RTC needs to be in a position to let the property from 1 September. Clerk**

**RESOLVED 2 To receive and note the actual income and expenditure to 31 May 2017 against budget.**

## 15.2 Heritage Centre

### a) Progress report

Louisa O'Shaughnessy (LO) – HC Manager spoke to her update (see **APPENDIX**).

**RESOLVED To accept the Clerk's suggestion that adopted 2017-18 HC Budget should be updated to take into account: performance thus far, the removal of VAT, new pensions costs and the additional winter hours requested. Clerk**

Cllr Stuart suggested that RTC could, if necessary, considering releasing funds from the Marketing/Economic Development Earmarked Reserve.

The Clerk advised that he proposed to review the Earmarked Reserves and suggest virements in order to replenish the (dwindling) General Reserve. **Clerk**

LO reported that RDC's OSC would shortly be considering re-tendering the £23,000pa leaflet distribution contract with Brochure Connect. She intended to explore whether it was feasible for RTC to express interest.

Cllr Gilbert suggested that, relative to the floor space they occupied, the Old Pier Machines generate a relatively low return. LO considered that the number of machines could be reduced with limited impact on revenue. Freeing up space on the first floor would create an area for groups/school activity – which should lead to increased retail sales. Cllr Gilbert thought there were around 100 schools within 15-20 miles of Rye. Cllr Creaser suggested that using the first floor for educational purposes would support any application for charity registration.

LO added that she was also looking into what would be required to permit the Centre to sell alcohol.

The General Assistant, Jessica Neame added that efforts were still being made to find a reliable local supplier of preserves and chutneys.

### b) Payments and Income

**RESOLVED To receive and adopt the Income by Customer Summaries and Expenses by Supplier Summaries for April 2017-May 2017.**

### c) Profit & Loss Account

The Clerk advised that the usual Budget Monitor was not yet available because the VAT needed to be removed from the adopted 2017-18 (cash flow) budget.

**RESOLVED To receive and note the P+L Statement as at 31 May 2017.**

*The HCM left the meeting.*

**15.3 Account Balances**

**RESOLVED** To receive the Statement of Account Balances as at 31 May 2017.

**15.4 Earmarked Reserves**

**RESOLVED** To receive the Statement of Earmarked Reserves as at 31 May 2017.

**15.5 Grant Application**

The Committee considered an application from the Tilling Green Residents' Association for £250 towards the cost of booking a band for the next Summer Fete.

**RESOLVED** To award the grant requested.

**RECOMMENDATION** To award an additional £150.

**15.6 Rye Heritage Centre: Unity Trust Bank current account application**

The Clerk asked the Committee to consider making the declarations as set out below (omitted from the 26 June 2017 Council meeting agenda):

**RESOLVED:**

**We agree to use the Telephone Banking Service to authorise transfers between our Unity Trust Bank accounts and to request balance and other general account information.**

**We agree to use the Internet Banking Service in accordance with the Terms and Conditions.**

**The individuals named on this application form will be our authorised Telephone Banking and Internet Banking service users.**

**The Trustees acknowledge that they will be jointly and severally liable for any of the Trust's liabilities.**

**Responsibility for all transactions performed on our internet banking service lies with the final authorising user.**

**We acknowledge your right not to grant or to suspend operation of this account until we have given Unity Trust Bank and requested documentation or information.**

**We authorise the bank to make any enquiries that it considers necessary to confirm the details in this form. The information we have provided is true to the best of our knowledge.**

**We confirm that we have read the Terms and Conditions for the bank's accounts and agree to and acknowledge that we will be bound by them.**

**15.7 Hodge Bank**

**RESOLVED 1 To:**

(a) **Note that the Council holds the Hodge Bank deposit accounts following:**

(i) **02313600 7-day short term fixed rate (0.05%)**

	<b>Balance</b>	<b>£46,637.62</b>
(ii)	<b>02313601 7-day short term fixed rate (0.05%)</b>	
	<b>Balance</b>	<b>£30,804.70</b>

- (b) **Agree to transfer the balances to two new Hodge accounts as follows:**
- (i) **02313600 to a 90-day notice variable interest account (currently 1% gross);**
  - (ii) **02313601 to an 8-day notice variable interest account (currently 0.25% gross).**
- (c) **Agree that the existing authorised signatories (Cllrs Erswell, Fiddimore, Gilbert and Kirkham) shall remain in place.**

## **RESOLVED 2**

- (i) **We request and authorise that Hodge Bank honour and debit our account on any instructions signed by any two of the authorised signatories;**
- (ii) **We agree that the list of directors and/or other officials of the Club/Society who are authorised to sign instructions on its behalf as set out in this application are accurate;**
- (iii) **We agree to notify the Bank of any changes to signatories or otherwise relevant to the operation of the account;**
- (iv) **We confirm that this mandate shall remain in force and the Bank may act upon it until we notify the Bank that it is to end or be changed.**

## **16 WORK PROGRAMMES**

### **(a) Clerk**

Cllr Gilbert observed that a notable number of items remained behind schedule – suggesting that the priority action items (ie those that will raise revenue or save money) should be highlighted.

**RESOLVED To receive the summary of the status of key tasks/projects as at 11.7.17**

### **(b) General Assistant**

Speaking to her summarised work programme, the General Assistant highlighted:

- The replacement TH telephone system was now in place.
- She would be taking annual leave in August.
- She hoped to return to the TH web site in September.
- RTC would be attending a wedding fayre in Hastings in September.
- RTC now had a printed (as well as a digital) copy of the new weddings flyer.

It was agreed generally that the appointment of JN had been of huge benefit to RTC.

**RESOLVED To receive the General Assistant's work programme summary.**

## **17 BEXHILL COMMUNITY GOVERNANCE REVIEW**

The Clerk reported that Cabinet/Ruling Group had amended the Community Governance Steering Group's Stage II consultation options – so that they were now:

**(a)** No change; **(b)** A Bexhill Town Council (which could take possibly take over grounds maintenance and public conveniences in 2022); **(c)** An Area Committee (with no devolved power); **(d)** A parish council for each of the four Bexhill North, South, East

and West ESCC ward areas. The Cabinet/Ruling Group had decided also that sending a Stage II consultation flyer to every Bexhill household would be too expensive.

Democracy4Bexhill has decided to promote option **(b)** and fundraise to leaflet every Bexhill household, encouraging them to respond to Stage II.

It was agreed generally that it was appropriate for Bexhill to have its own local council.

**RESOLVED To respond to Stage II of the consultation. Clerk**

**18 TRANSFER OF ASSETS:  
LAND OCCUPIED BY FERRY ROAD NURSERY &  
7 WISH WARD – LAND ADJACENT**

The Clerk advised that these had been delayed - apparently because the relevant RDC-Wealden officer had been away.

**19 EXCLUSION OF THE PUBLIC AND PRESS**

**RESOLVED In accordance with the Public Bodies (Admissions to Meetings) Act 1960 (1)(2), to exclude the public and press on the grounds that items 20 and 21 entail consideration of the welfare and terms and conditions of staff.**

*Cllr Harkness left the Chamber.*

**20 STAFFING**

**RESOLVED To receive and note the Clerk's summary.**

Cllr Hughes reported that a number of long-standing residents had told her that they had never seen Tilling Green looking so nice.

**21 HERITAGE CENTRE GOVERNANCE REVIEW**

**RESOLVED To receive and note the Clerk's progress report.**

*The meeting ended at 8.03pm.*

Date ..... Chairman .....