

**Minutes of a Meeting of the Policy, Resources & General Purposes  
Committee, held at the Town Hall, Rye, on  
Monday 18 September 2017**

- PRESENT** Councillors Sam Barnes, Mike Boyd (**Committee Chairman** - Deputy Mayor), Cheryl Creaser, Rebekah Gilbert, Jo Kikham, Andi Rivett (**Committee Vice-Chairman**)
- IN ATTENDANCE** Richard Farhall - Town Clerk; Cllrs Charlie Harkness and Pat Hughes; 1 member of the public.
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*The meeting commenced at 8pm.*

**22 APOLOGIES**

Apologies for absence – and the reasons as lodged with the Clerk – were accepted from Cllrs Jonathan Breeds, Bernardine Fiddimore and Ray Prewer.

It was noted that Louisa O’Shaughnessy, HC Manager would not be attending.

**23 CODE OF CONDUCT: DISCLOSURES OF INTEREST**

There were no disclosures of interest.

**24 MINUTES**

**RESOLVED** To adopt the Minutes of the meeting held on 17 July 2017 (PR02) as a correct record.

**25 MATTERS ARISING**

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*51.2d) HC – Structure (seeking guidance on alternatives from Hedleys and SSALC. See agenda item 26.2d).*

*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.*

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.*

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 had completed repairs.*

*Pension Scheme Council had determined this matter and the member of staff concerned and joined the scheme with effect from 1.4.17.*

## 26 FINANCE

### 26.1 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 June 2017-July 2017.**

#### b) Budget Monitor

Cllr Gilbert asked if the weddings income budget was likely to be achieved. The Clerk advised that August and September had been busy; however, weddings income could not be estimated accurately because the timing of receipts was so variable. The proposed early draft of the 2018-19 Budget would include the latest actual/forecast weddings income.

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

#### c) Cash Flow Statement

Cllr Gilbert asked if, once the Ferry Road Nursery land had been transferred to RTC, it would be possible for RTC to be formally represented on the charity's management committee. **Clerk**

**RESOLVED To receive and adopt the Cash Flow Statement prepared as at 1.8.17.**

### 26.2 Heritage Centre

#### a) Progress report

Members considered the HCM's Report.

The Clerk added that the HCM had reported that September's takings were £1,000 up on September 2016 – and there are 13 days of the month still to go.

**b) Payments and Income**

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

**c) Profit & Loss Account**

The Clerk advised that the usual Budget Monitor was not yet available: the data will be incorporated within an amended 2017-18 Budget – to be considered at an Additional Council meeting.

**d) Governance Options**

The Clerk advised that he was still researching this item – however, key findings to date include:

- RTC cannot lawfully be the sole (corporate) trustee of a Charitable Incorporated Organisation (CIO).
- The extent of the non-primary purpose trading may not be acceptable to the Charity Commission.
- Once RTC has transferred the HC building to a charity, if circumstances change it could not be passed back.
- Rating Authorities (such as RDC) generally are not prepared to grant rates relief to Community Interest Companies (CICs).

The Clerk would prepare a paper summarising the pros and cons of different structures. **Clerk**

**26.3 Account Balances**

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

**26.4 Earmarked Reserves**

The Clerk advised that, because the General Reserve was becoming depleted, he would be suggesting virements.

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

**26.5 St Mary's Flower Festival 2018**

The Committee considered a request to sponsor a display or make a donation.

**RESOLVED To make a donation of £50 and to ask if a younger person would be invited to make the arrangement. Clerk**

**27 WORK PROGRAMMES**

**(a) Clerk**

The Clerk advised that he had highlighted those action items that should result in savings (short or longer term).

Responding to a question put by Cllr Gilbert, the Clerk stated that the General Assistant had re-started work on the TH web site – but had been diverted to the HC (helping to improve sales) – which was more pressing.

**RESOLVED To receive and note the summary of the status of key tasks/projects as at 11.9.17.**

**(b) General Assistant**

It was generally agreed that the post holder was undertaking some valuable work.

**RESOLVED To receive and note the summary of the status of key tasks/projects as at 11.9.17.**

**28 RYE POST OFFICE**

The meeting was asked to consider whether to respond to the 're-consultation'.  
(Deadline: 4.10.17.)

**RESOLVED To request that a small number of parking spaces be allocated for those wishing to use post office services only. Clerk**

**29 FERRY ROAD NURSERY**

**RESOLVED To note that permanent structures on leasehold land are owned by the freeholder; normally a parish/council would value the structures on its land, obtain buildings insurance cover and recover the premium from the tenant - and that, at some future point, the Council will be asked to consider whether or not it wishes to recover such a charge from the Nursery. Clerk**

**30 BENCH SAGA**

The Clerk advised that, after condemning the two benches outside Grammar School Records and agreeing that RTC could provide (and maintain) replacements, RDC had repaired the benches to a high standard and reinstalled them. This had meant that RTC had found itself with two hardwood benches and having to refund the two sponsors.

RTC was looking for sites for the two hardwood benches. TGRA is willing to (half) sponsor one on Masons Field. Other locations being considered are the grassed area in Winchelsea Road (close to the former Total site) and halfway between the main car park and railway crossing at Gibbet Marsh.

It was agreed generally that a bench at the Skate Park would be beneficial.

**RESOLVED To install the two hardwood benches on Mason's Field and Gibbet Marsh. Clerk**

**RECOMMENDATION That RTC budgets for two recycled plastic 'timber effect' benches in 2018-19. Clerk**

**31 7 WISH WARD – LAND ADJOINING**

**RESOLVED To invite Rye & Winchelsea Rotary to the next meeting to discuss ideas for the site. Clerk**

*The meeting ended at 8.40pm.*

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