

To ALL MEMBERS OF THE TOWN COUNCIL

You are hereby summoned to attend a Special Meeting (Committee Formation) of **Rye Town Council** to be held on **Monday 14 May 2018** at **The Town Hall, Rye, 6.30pm** when it is proposed to transact the business set out below.

15 APOLOGIES

To accept any apologies for absence.

16 CODE OF CONDUCT

To receive any declarations of interest required under the Council's Code of Conduct – and to consider any written applications made by Members to the Clerk for a dispensation to allow them to participate in, and vote on an agenda item for which they have a Disclosable Interest.

17 RYE NEIGHBOURHOOD PLAN www.ryeneighbourhoodplan.org.uk

To consider the actions requested within the Request for Decisions by Council document – particularly the recommendation that the:

RNP retains development boundary change proposal for Gibbet Marsh to cover future use (such as an overflow car park for fast rail) but removes the alternative allocation ['second supermarket'] from the Plan.

18 COUNCIL MINUTES

To approve and to authorise the Chairman to sign the Minutes of the meeting held on 7 May 2018 (C1 - Mayor Making).

Note *Minutes of previous meetings to follow.*

19 COMMITTEE MINUTES

To receive the Minutes of the Council's committees and consider for adoption any *Recommendations*:

(a) Planning & Townscape 9 April 2018 (PT21)

20 RECORD OF ATTENDANCES

To receive and note the Record of Attendances for 2017-18 (*to 9.4.18*).

21 MEETINGS START TIME

To review/confirm the usual start time of Council and committee meetings.

22 COMMITTEE FORMATION

To consider and agree the Committee formation for the coming year as follows:

- a) **To confirm or amend the number and title of Committees.**
- b) **To determine the number and names of Members to each Committee.**

Committees currently:

- i) *Policy, Resources & General Purposes (9 Members)*
- ii) *Planning & Townscape (10 Members)*

Following the formation of Committees, the Council Meeting will adjourn to permit each Committee in turn to convene and elect a Chairman and Vice-Chairman.

The meeting will reconvene.

23 TIMETABLE OF MEETINGS 2018-19

To consider adopting the Draft Timetable (*agreed provisionally 12.2.18*).

24 COUNCIL REPRESENTATION TO ORGANISATIONS

To consider and approve the Council's representatives to the following organisations/committees:

Organisation/Committee	Representative
Chamber of Commerce	Rebekah Gilbert
Community Centre Association	Mike Boyd
East Sussex Association of Local Councils AGM (2 places – Councillors only)	<i>Appointment made as and when necessary</i>
East Sussex Community Rail Partnership	Andy Stuart
Fair Trade Steering Group	Jonathan Breeds
Highways Forum (3 seats)	Mike Boyd, Bernardine Fiddimore, Pat Hughes
Marsh Link Action Group	Ray Prewer
Rother Assoc of Local Councils (2 seats)	Clerk, Pat Hughes
Rother DC Liaison Group	Mike Boyd, Justin Erswell, Bernardine Fiddimore, Jo Kirkham, Ray Prewer; Clerk
Rother Transport Action Group	<i>vacant</i>
Rye Emergency Action Community Team	Rogers
Rye & District Day Centre	<i>[Cllr Hughes checking if required]</i>
Rye Harbour Nature Reserve Management Committee	Andi Rivett
Rye HotCats	Charlie Harkness
Rye Network	(Jo Kirkham)
Rye Partnership Members' Meetings	John Breeds, Rebekah Gilbert, Shaun Rogers
Sports Centre Advisory Committee	John Breeds
Tree Warden	John Breeds [sub: Andi Rivett]

Notes () = appointed independently but individual has offered to report anything of interest to the Council.

* Non-Councillor appointed by Council

25 FIXED TERM/DETERMINED REPRESENTATION

To note – or **appoint** to - the following fixed term or determined representations:

Organisation/Committee	Representative/s
Cinque Ports Confederation Standing Committee	The Mayor, Deputy Mayor, Clerk
Harbour of Rye Advisory Committee (HORAC)	Andi Rivett <i>[Nov 2015- Nov 2020]</i>
Rye Art Gallery	Michael Stott*
Rye Grammar School Exhibition Foundation Governors	Jo Kirkham, Ian Potter and the Mayor

* Non-Councillor appointed by Council

26 WORKING GROUPS

To review the remit and membership of the current working groups.

Note *Membership does not have to be restricted to Town Councillors.*

Title	Remit	Membership
Discounted Accommodation	To progress the provision of discounted rented accommodation specifically for the benefit of younger Rye families	Mike Boyd, John Breeds, Jonathan Breeds, Cheryl Creaser, Bernardine Fiddimore, Shaun Rogers
Heritage Centre Options	To consider future options for the Heritage Centre	Boyd, Creaser, Erswell, Fiddimore, Gilbert
Human Resources	Consideration of personnel matters	Mike Boyd, John Breeds, Jonathan Breeds (Mayor),

		Bernardine Fiddimore, Rebekah Gilbert, Shaun Rogers; Clerk
Rye Neighbourhood Plan Steering Group	To develop a Neighbourhood Plan for Rye through to adoption (via referendum)	Cheryl Creaser, Jonathan Breeds (Mayor – WG Chairman), Bernardine Fiddimore, Pat Hughes, Ray Prewer, Shaun Rogers, Andy Stuart <i>Community members: Heidi Foster, Mike Eve, Anthony Kimber (Vice Chairman), Dan Lake, Richard Orchard, Frank Palmer, Burton Rosner</i> Clerk (advisor)

27 GENERAL DATA PROTECTION REGULATIONS (GDPR)

To:

(a) Note that the Government is seeking to amend the GDPR to exempt parish/town councils from the requirement to appoint a Data Protection Officer (DPO);

(b) Consider confirming the Council's previous decision to appoint Jessica Neame as its DPO – and Maureen Chaffe as its data protection consultant - on the grounds that the Council is not a small council and the appointment of a DPO is recommended as 'good practice' by the Council's professional advisors;

(c) Adopting the documents as follows:

- (i) Update
- (ii) Information & Data Protection Policy
- (iii) Document Retention & Disposal Policy
- (iv) Privacy Notices (General, Councillors, Staff/Volunteers)
- (v) Model Publication Scheme (updated) and Information Available (updated)

(d) Note that further documentation and guidance will follow.

28 EXCLUSION OF THE PUBLIC AND PRESS

Item 29 could potentially lead to legal action – and item 30 potentially includes discussion on terms/conditions of employment - and it is therefore recommended that the public and press be excluded in accordance with the Public Bodies (Admissions to Meetings) Act 1960 (1)(2).

29 97 SOUTH UNDERCLIFF (PREVIOUS TENANCY)

To consider the decision of the adjudicator and to agree a course of action.

Clerk

30 RYE TOWN CRIER

To consider the Clerk's Briefing Note and to agree a course of action.

Clerk

ROBES WILL NOT BE WORN

Supporting/Associated documents distributed previously

19(a) P+T Minutes

Supporting/Associated documents distributed with this agenda

17 Request for Decisions by Council **18** Council Minutes **20** Record of Attendances **23** Draft Timetable of Meetings **27c)(ii)** Information & Data Protection Policy **27c)(iv)** Privacy Notices **27c)(v)** Model Publication Scheme and Information Available)

To be tabled

22 Committee Formation preferences summary **27c)(i)** Update
27c)(iii) Document Retention & Disposal Policy

8 May 2018

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**MEETINGS OF RYE TOWN COUNCIL AND ITS COMMITTEES
ARE OPEN TO THE PUBLIC**