

To ALL MEMBERS OF THE TOWN COUNCIL

You are hereby summoned to attend a Meeting of **Rye Town Council** to be held on **Monday 25 June 2018 at 6.30pm at The Town Hall, Market Street, Rye**, when it is proposed to transact the following business:

31 PRAYERS

Prayers will be said by the Mayor's Chaplan, The Reverend Canon David Frost.

32 APOLOGIES

To accept any apologies for absence.

33 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.

34 MAYORAL ANNOUNCEMENTS

The meeting to adjourn for up to 45 minutes for:

- a) The report of the County Councillor for Rye
- b) The Reports of the Rye Rother District Councillors
- c) Public Question Time

35 COUNCIL MINUTES

To approve and to authorise the Chairman to sign the Minutes of the meetings held on: 12 February 2018 (C12), 19 February 2018 (C13) and 19 March 2018 (C14).
Note 9 April 2018 (C15) Minutes are 'to follow'.

36 COMMITTEE MINUTES

To receive the Minutes of the Planning & Townscape Committee held on 14 May 2018 (PT01), 29 May 2018 (PT02) and 11 June 2018 (PT03) - and to consider for adoption any *Recommendations*.

37 HERITAGE CENTRE**a) Progress Report**

To receive a written update and verbal overview from the Heritage Centre Manager, Louisa O'Shaughnessy and, if appropriate, to agree a course of action.

b) Payments and Income

To receive and adopt Income by Customer Summaries and Expenses by Supplier Summaries for February to March 2018 – and April 2018.

c) Budget Monitor

To receive and note the actual income and expenditure against budget to 31 May 2018.

38 FINANCE

38.1 Town Hall

a) Schedule of Authorised Payments and Statement of Income

To receive and adopt the Schedule of Authorised Payments and Statement of Income for February to March 2018 – and April 2018.

b) Budget Monitor

To receive and note the actual income and expenditure against budget to 30 April 2018.

38.2 Account Balances

To receive a Statement of Account Balances as at 30 April 2018.

38.3 Earmarked Reserves

To receive a Statement of Earmarked Reserves as 30 April 2018.

38.4 Grant Application

To consider an application from The Music Well CIC for a grant of £2,400 towards music therapy provision – *enabling children and young people in Rye to access sessions with a state registered clinical music therapist.*

Notes *The 2018-19 Grants Fund balance is £6,075.*

38.5 Town Steward – additional storage requirement

To note that RTC has obtained a licence to occupy the shed adjacent to the Council's for £50pcm – and that the cost will be funded from existing budgets.

38.6 Annual Governance & Accountability Return (AGAR) 2017-18 and Annual Accounts 2017-18

- To:
- (a)** Receive and consider the annual Risk Assessments (2018).
 - (b)** Receive and consider the reports of the Internal Auditor, Angela Alexander (report dated 18.6.18) and the Annual Internal Audit Report 2017-18 (within the AGAR).
 - (c)** Receive and consider the Review of Internal Controls 2018.
 - (d)** Receive and consider the updated Summary of Main Day-to-Day Financial Controls (as at 18.6.18).
 - (e)** Consider and approve the Annual Governance Statement 2017-18 (Section 1 of the AGAR).
 - (f)** Consider and approve the (Consolidated) Town Council Accounts for 2017-18.

- (g) Consider and approve the Annual Accounting Statements 2017-18 (Section 2 of the AGAR).
- (h) Consider re-appointing the Internal Auditor, Angela Alexander (*budget provision 2018-19: £325*).
- (i) Approve the Internal Auditor's Terms of Reference for 2018-19.
- (j) Approve the draft Audit Plan 2018-19.

39 WORK PROGRAMMES/UPDATES

(a) Clerk

To receive and consider a summary of the status of key tasks/projects as at 18.6.18. **Clerk**

(b) General Assistant

To receive an update on the post holder's work programme. **General Assistant**

40 TOWN BANKING FACILITIES

To consider writing to the CEO of Barclays along the lines following:

Within the last 18 months we have witnessed the closure of three of Rye Town's four banks and are concerned about the future of Barclays in Rye, East Sussex.

Rye is a mediaeval market town, unique in many ways.

- 1) *There are poor public transport links within our rural community and larger towns are at least 15 (Hastings) to 20 (Ashford) miles away, making it very hard to travel elsewhere for banking.*
- 2) *Over 95% of our shops are individually run with only three chain stores. There are strong business needs for a bank in town (the only alternative, Nationwide, will not offer business banking) as family-owned businesses do not have the time to close their stores to get change, pay in daily cash takings etc, especially given the rural environment around us and journey times of c45mins each way. In addition, we have a number of individually run public houses and tourist destinations that largely take cash and need somewhere to deposit this daily.*
- 3) *We have an elderly population, many of whom would struggle with online only banking.*
- 4) *Barclays in Rye is always busy, invariably with customers queuing to be seen, hence it is a busy branch.*
- 5) *We have lost an independent post office, with just a counter facility in a supermarket, which is already stretched throughout the day, so putting more onus upon it would mean longer waiting times and more difficulty accessing banking.*

Before considering your next round of town bank closures we would urge you to take into account the above points – a thriving and popular tourist Cinque Port town with no banking facilities would be incredibly damaging to the community as a whole.

Cllr Gilbert

41 EXCLUSION OF THE PUBLIC AND PRESS

Item 42 is likely to affect the terms and conditions of employment of one – or more - members of staff 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).

42 DEPUTY TOWN CLERK DESIGNATE

To consider proceeding with the appointment of a Deputy Town Clerk Designate.
HRWG

ROBES WILL BE WORN

(unless the Chamber is too warm – to be determined just prior to the meeting)

Supporting/Associated documents distributed previously

36 Council Minutes (C12) **36** P+T Minutes (PT01 & PT02)

Supporting/Associated documents distributed with this agenda

36 Council Minutes (C13 & C14) **36** P+T Minutes (PT03) **37a)** HC report **37b)** HC Income and Expenditure schedules **37c)** Budget Monitor **38.1a)** TH Income and Expenditure schedules **38.1b)** TH Budget Monitor **38.2** Account Balances **38.3** Earmarked Reserves **38.4** Grant application and accounts **38.6a)** Risk Assessments
38.6b) Internal Audit Reports **38.6c)** Review of Internal Controls **38.6d)** Summary of Main Day-to-Day Controls **38.6e)** Annual Governance Statement **38.6f)** Consolidated Accounts 2017-18 **38.6g)** Annual Accounting Statements **38.6i)** Terms of Reference
38.6j) Audit Plan **39a)** Clerk Update **39b)** General Assistant Update

19 June 2018

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