

**RYE TOWN COUNCIL**  
**WORK PROGRAMME as at 18 June 2018 C3 39a)**

C3 39 (a)

Key Task/Project	Outline	Target (orig)	Status	Notes
Access (TH)	Ascertaining feasibility of solid handrail to Chamber staircase.	June 2017	<b>BEHIND SCHEDULE</b> Awaiting response from Conservation Officer.	Needs to be chased
Acoustics	Improving speech audibility in Chamber	April 2017	<b>BEHIND SCHEDULE</b> Due to have been 'launched' at the December 17 Council.	
Annual Accounts 2017-18 & Audit	Drafting annual accounts and preparation for internal and external audits	30 June 2018	<b>ON SCHEDULE</b>	
Assets revaluations		Autumn 2017	<b>BEHIND SCHEDULE</b> Residential and commercial property valuations obtained. Other valuations outstanding.	Estimates required – links with Asset Register and insurance cover
CCTV	Exploring system to deter inconsiderate on street parking	Summer 2017	<b>BEHIND SCHEDULE</b> One quote received - working party is exploring a potentially cheaper system	
Cupola	Restoration	Autumn 2018	<b>ON (AMENDED) SCHEDULE</b> Architect/Surveyor appointed Feb 18	
Deputy Crier Designate	Recruitment	June-July 2018	<b>ON SCHEDULE</b> (Although no applications received. <i>Deadline: 25.6.18.</i> )	
Discounted accommodation	Purchase one dwelling to let at discounted rent and issuing tenancy	September 2017	<b>COMPLETED</b> First discounted tenancy in place.	
General Data Protection Regs (GDPR)	Ensuring compliance.	25 May 2018	<b>PARTLY COMPLETED</b> Some data/document cleansing outstanding and cyber security review TBA.	
Heritage Centre – card processing	Identifying a cheaper provider	Spring 2018	<b>COMPLETED</b>	
HC Options WG	Explore future options/ 'fallback' strategies	September 2018	<b>BEHIND SCHEDULE</b> Meeting TBA.	

Internal financial checks	Members undertaking 'spot checks'	Summer 2017	<b>BEHIND SCHEDULE</b>	
Landgate Tower	Restoration	TBD	RDC is arranging £74,000 of urgent repairs. Meeting with architects arranged for 19.6.18	RTC/The community is contributing £7,000
Neighbourhood Plan	Attending SG meetings and monitoring progress	Estimated c4-year period (summer 2013-autumn 2017)	<b>BEHIND SCHEDULE</b> Reg 14 consultation completed. Preparation for Reg 15 underway.	Delegated authority to enter into commitments on behalf of the Steering Group.
Priority Setting	Drawing up a matrix of the objectives identified at the Visioning	TBD	<b>BEHIND SCHEDULE</b>	
Terms and conditions of employment (TH)	Updating job descriptions following staffing review	April 2017	<b>BEHIND SCHEDULE</b>	
TH redecorating Chamber/antechamber/main stairway	Improve appearance	2018-19	<b>ON SCHEDULE</b>	Being undertaken in a phased manner by Town Steward team
TH rear windows	Repainting & replacement frames	May 2018	<b>BEHIND SCHEDULE</b> Two windows to be replaced.	
Web site (TH)	Replacement	February 2017	<b>COMPLETED</b>	

## Update for Full Council Meeting – Monday 25 June 2018

Jessica Neame, General Assistant.

### Rye Town Hall

- The new website is now live! ([www.ryetowncouncil.gov.uk](http://www.ryetowncouncil.gov.uk)) Please take a look, and if you have any comments or constructive criticism, please do contact me.

We have already received compliments on the fresh new look and vastly increased functionality. There is still work to be done, but it was felt that expediency was vital as it is the main repository for GDPR documentation – Privacy Notices etc, that we need to have publicly available. I will continue to work on it, updating regularly, as well as continuing to expand the general content. My thanks to Cllr Erswell for his assistance with this project.

- I continue to manage the Town Hall Facebook page – although this has been somewhat neglected due to GDPR considerations which have taken priority over almost all else.

It would be helpful if those Councillors who are Facebook users could ensure that they ‘like and follow’ this page (@RyeTownCouncil), share the page with an invitation to friends to ‘like’, as well as ‘liking and sharing’ as many of our posts as possible.

- GDPR has dominated my workload over that past two months.

Thus far, I have drawn up the following documentation:

- Information and Data Protection Policy
- Document Retention and Disposal Policy
- General Privacy Notice
- Staff Privacy Notice
- Councillors Privacy Notice
- Updated the Model Publication Scheme documentation

I conducted a Data Audit for the whole organisation which identified any weaknesses. This was assessed by our Data Protection consultant who assisted me in identifying a list of actions required, as well as training me in the role of DPO. I have issued initial briefing papers to Town Hall and Heritage Centre Staff detailing findings from my Data Audit – and appropriate recommendations to ensure our compliance. I will be issuing further briefings to Councillors in due course.

At the Town Hall we are currently undertaking a thorough review of paperwork and archives. This is allowing us to assess the potential digitisation of future records, in line with our Document Retention and Disposal Policy.

I feel strongly that as a local authority, there is greater responsibility placed on us in relation to the GDPR – and in turn, it is our responsibility to ensure that we adopt ‘best practice’ in relation to it. This is something that will require further work, however I am encouraged by the cultural shift that has already taken place, towards a more mindful approach to Data Protection.

- I continue to manage the Mayoral Diary and correspondence.

## Rye Heritage Centre

- I have drawn up a number of actions required at the Heritage Centre in relation to the GDPR and have assisted with the implementation of these. Work is ongoing to ensure our compliance.
- The revised cash-handling procedures have seen a reduction in the number of errors found in the previous end-of-day procedure.
- I continue with the day-to-day bookkeeping and admin for the centre and prepared the Heritage Centre accounts for the end-of-year. I attended our Internal Audit earlier in the month and was pleased with a positive report of our record keeping at the Centre from our Internal Auditor, Angela Alexander.
- We are still experiencing some problems with obtaining signatories to login and authorise online payments. If you are a signatory on the account and unfamiliar with the process, or have misplaced your login details – please do contact me so that I can assist you. I am happy to help you with familiarising yourself with the online banking website and login process. It really is very straightforward.

With the imminent closure of Natwest I have had further requests from Town Hall staff as to the move to online payments here – but we cannot make that move until we are sure that Members are committed to assisting us.