

RYE TOWN COUNCIL

WORK PROGRAMME as at 28 August 2018

C6 65a)

Key Task/Project	Outline	Target (orig)	Status	Notes
Access (TH)	Ascertaining feasibility of solid handrail to Chamber staircase.	June 2017	BEHIND SCHEDULE	
Accounts software (Town Hall)	Upgrading to online version	June 2018	BEHIND SCHEDULE	Needs to be brought up to date and reconciled prior to switch. Delayed because of absence of a staff member
Acoustics	Improving speech audibility in Chamber	April 2017	BEHIND SCHEDULE Contractor working on improved system	
Annual Accounts 2017-18 & Audit	Drafting annual accounts and preparation for internal and external audits	30 June 2018	COMPLETED	Awaiting External Auditor Report
Assets revaluations		Autumn 2017	BEHIND SCHEDULE 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	BEHIND SCHEDULE One quote received - working party is exploring a potentially cheaper system	Partly delayed because of absence of a member of staff
Contracts of Employment	Ensuring all staff have current contracts	Summer 2018	COMPLETED	
Cupola	Restoration	Autumn 2018	ON (AMENDED) SCHEDULE Architect/Surveyor appointed Feb 18	
Deputy Crier Designate	Recruitment	June-July 2018	COMPLETED	Postholder starts 1.11.18
Deputy Town Clerk Designate post	Recruitment	Autumn 2018	ON SCHEDULE (BUT DELAYED) One interview outstanding	Were two (internal) expressions of interest. Official start date: 1.4.19
General Data Protection Regs (GDPR)	Ensuring compliance	25 May 2018	PARTLY COMPLETED Some data/document cleansing outstanding and cyber security review TBA.	

C6 65(a)

Grants	Evaluation report form	Summer 2018	COMPLETED	
HC Options WG	Explore future options/ 'fallback' strategies	September 2018	BEHIND SCHEDULE Meeting TBA.	Short-term action plan implemented to increase revenue/reduce costs
Internal financial checks	Members undertaking 'spot checks'	Summer 2017	BEHIND SCHEDULE	
Landgate Tower	Restoration	TBA	RDC is arranging £74,000 of urgent repairs. Working Group meeting 13.9.18	RTC/The community is contributing £7,000.
Neighbourhood Plan	Attending SG meetings and monitoring progress	Estimated c4-year period (summer 2013-autumn 2017)	BEHIND SCHEDULE 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	BEHIND SCHEDULE	
Skatepark	Resurfacing	Autumn 2017	COMPLETED	
Stairclimber	Repair	asap	COMPLETED Scheduled for return 28.8.18	
Terms and conditions of employment (TH)	Updating job descriptions following staffing review	April 2017	BEHIND SCHEDULE	
TH Keeper	Replacement	Summer 2018	COMPLETED 3-month trial underway	
TH redecorating Chamber/antechamber/main stairway	Improve appearance	2018-19	ON SCHEDULE	Being undertaken in a phased manner by Town Steward team
TH rear windows	Repainting & replacement frames	May 2018	BEHIND SCHEDULE Two windows to be replaced.	Re-booked for November 2018
Wish Ward – land adj no. 7	Clear, re-build front wall and improve appearance	Spring 2019	ON SCHEDULE	

Update for Full Council Meeting – Monday 3 September 2018

Jessica Neame, General Assistant

Rye Town Hall

- I am continuing with my regular responsibilities and projects, including:
 - GDPR compliance, including review of the current IT provision
 - Managing the website and Facebook account
 - Managing the Mayoral diary and correspondence

- I have also been undertaking the workload of the Assistant Town Clerk in her absence over the last 2 months.

Rye Heritage Centre

- I continue with the book keeping responsibilities for the Heritage Centre.
- In conjunction with the Town Clerk and Heritage Centre Manager, we have compiled a list of urgent actions to take to try and increase revenue, which I am assisting with.