

**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 **Tuesday, 21 May 2019 at The Town Hall, Rye, 6.30pm** when it is proposed to transact the business set out below.

**16 APOLOGIES**

To accept any apologies for absence.

**17 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.

**18 RYE HERITAGE CENTRE**

To receive a verbal progress report. **Louisa O'Shaughnessy, HC Manager**

**19 RYE NEIGHBOURHOOD PLAN [www.ryeneighbourhoodplan.org.uk](http://www.ryeneighbourhoodplan.org.uk)**

To receive an update on the impending Referendum and, if necessary, to agree a course of action. **RNP Steering Group, Clerk**

**20 COUNCIL MINUTES**

To approve and to authorise the Chairman to sign the Minutes of the meeting held on 29 April 2019 (C19).

**21 COMMITTEE MINUTES**

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

(a) Planning & Townscape 29 April 2019 (PT18)

**22 RECORD OF ATTENDANCES**

To receive and note the Record of Attendances for 2018-19 (*to 29.4.19*).

**23 MEETINGS START TIME**

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

**24 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) *Planning & Townscape (10 seats)*
- ii) *Personnel (6 seats – no Members appointed currently)*

*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.*

**25 TIMETABLE OF MEETINGS 2019-20**

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

## 26 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>Appointments have been considered as and when necessary</i>
East Sussex Community Rail Partnership	Andy Stuart
Fair Trade Steering Group	Jonathan Breeds
Ferry Road Nursery	Cheryl Creaser
Highways Forum (3 seats)	Mike Boyd, Bernardine Fiddimore, Pat Hughes
Landgate [Arch] Action Group	Mike Boyd, Bernardine Fiddimore, Clerk
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
Rye Emergency Action Community Team	Rogers
Rye Harbour Nature Reserve Management Committee	Andi Rivett
Rye Partnership Members' Meetings	John Breeds, Rebekah Gilbert, Shaun Rogers
Sports Centre Advisory Committee	John Breeds
Tree Warden	John Breeds [sub: Andi Rivett]

## 27 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 [Nov 2015- Nov 2020]
Rye Grammar School Exhibition Foundation Governors	Jo Kirkham, Ian Potter and the Mayor

## 28 WORKING GROUPS

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

(a) To review the remit, membership and lifespan of the current working groups.

Title	Remit	Membership
Discounted Accommodation	To progress the provision of discounted rented accommodation specifically for the benefit of Rye families <i>First dwelling occupied by eligible tenants May 2018</i>	Mike Boyd, Jonathan Breeds, Cheryl Creaser, Bernardine Fiddimore, Shaun Rogers
Heritage Centre Options	To consider future options for the Heritage Centre <i>HC Strategic Review Report adopted 14 January 2019 – associated business plan pending</i>	Boyd, Creaser, Gilbert, Prewer, Rivett
Human Resources	Consideration of personnel matters <i>Superfluous with the creation of</i>	Mike Boyd (Mayor & WG Chairman), John Breeds, Cheryl

	<i>the Personnel Committee?</i>	Creaser, Bernardine Fiddimore, Rebekah Gilbert, Shaun Rogers; Clerk
Rye Neighbourhood Plan Steering Group	To develop a Neighbourhood Plan for Rye through to adoption (via referendum) <i>Referendum imminent (provisionally 27 June 2019)</i>	Mike Boyd (Mayor – WG Chairman), Jonathan Breeds, Cheryl Creaser, Justin Erswell, Bernardine Fiddimore, Pat Hughes, Shaun Rogers, Andy Stuart <i>Community members: Mike Eve, Anthony Kimber (Vice Chairman), Dan Lake, Richard Orchard, Frank Palmer, Burton Rosner</i> Clerk (advisor)

- (b) To consider whether there is a need for additional working groups.  
*(Suggested: Environmental Impact – looking at ways RTC could reduce its impact – with assistance from the Rother Environmental Group).*

**ROBES WILL NOT BE WORN**

<p><b>Supporting/Associated documents distributed with this agenda</b>  <b>19</b> Council Minutes    <b>20a)</b> P&amp;T Minutes    <b>22</b> Record of Attendances  <b>25</b> Timetable of Meeting 2019-20</p>
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14 May 2019

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

## RYE TOWN COUNCIL

**22 RECORD OF ATTENDANCES 2018-19***(to 29 April 2019)*

<b>Name</b>	<b>Planning 16</b>	<b>Council 19</b>
Barnes	N/A	12
Boyd	16	18
Breeds, John	13	16
Breeds, Jonathan	N/A	10
Creaser	15	18
Erswell	4/11	5
Fiddimore	14	15
Gilbert	N/A	16
Harkness	10	12
Hughes	14	16
Kirkham	N/A	16
Potter	N/A	6
Prewer	10	14
Rivett	N/A	17
Rogers	12	12
Stuart	9	11

**25 Provisional Timetable of Meetings 2019-20**

*Meetings are held normally on Monday at 6.30pm*

<b>Month</b>	<b>Council</b>	<b>Planning &amp; Townscape</b>	<b>Personnel <i>Meets as and when required</i></b>
<b>May</b>	2E 20MM(6.30pm) 21CF (Tues) 21SH	28(Tues)	
<b>June</b>	24 AR	10 24	
<b>July</b>		8 22	
<b>August</b>	<i>Normally no meetings</i>	<i>Normally no meetings</i>	<i>Normally no meetings</i>
<b>September</b>	2	2 16 30	
<b>October</b>	28	14 28	
<b>November</b>		11 25	
<b>December</b>	9	9 16	
<b>January</b>	27 PRE	13 27	
<b>February</b>		10 24	
<b>March</b>	4 ATM (Wed)	9 23	
<b>April</b>	6	6 20	
<b>May</b>	4 MM(11am) 5 CF  21SH (in Rye)	5 Tues 18	

- |   |                                  |
|---|----------------------------------|
| <b>MM</b> Mayor Making  | <b>CF</b> Committee Formation    |
| <b>ATM</b> Annual Town Meeting  | <b>BUD</b> Budget Meeting        |
| <b>E</b> Parish/Town Elections  | <b>PRE</b> Agreeing precept      |
| <b>TBD</b> To be determined   | <b>AR</b> Annual Return approval |
| <b>NOM A</b> Nominations for Mayor Elect (not in an Election year)        | <b>SH</b> Speakership Handover   |
| <b>NOM B</b> Nominations for Deputy Mayor Elect (not in an Election year) |                                  |