

To ALL MEMBERS OF THE TOWN COUNCIL

You are hereby summoned to attend a Meeting of **Rye Town Council** to be held on **Monday 24 June 2019 at 6.30pm at The Town Hall, Market Street, Rye**, when it is proposed to transact the following business:

- 42 PRAYERS**
Prayers will be said by the Mayor's Chaplain, The Reverend Canon David Frost.
- 43 APOLOGIES**
To accept any apologies for absence.
- 44 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.
- 45 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
- 46 COUNCIL MINUTES**
To approve and to authorise the Chairman to sign the Minutes of the meeting held on 10 June 2019 (C4).
- 47 COMMITTEE MINUTES**
To receive the Minutes of the Planning & Townscape Committee held on 10 June 2019 (PT02) - and to consider for adoption any *Recommendations*.
- 48 HERITAGE CENTRE**
a) **Progress Report**
To receive a written update and verbal overview from the Heritage Centre Manager, Louisa O'Shaughnessy.
b) **Payments and Income**
To receive and adopt Income by Customer Summaries and Expenses by Supplier Summaries for April-May 2019.
c) **Budget Monitor**
To receive and note the actual income and expenditure against budget to 31 May 2019.
- 49 FINANCE**
49.1 Town Hall
To note that:
a) the approved Town Hall budget headings provisions for 2019-20 need to re-allocated to match the Heritage Centre budget heading, following the incorporation of the Town Hall and Heritage Centre accounts into one accounting package (to comply with the Making Tax Digital regulations);
b) a number of year end (31 March 2019) journal adjustments need to be made

– and that the income & expenditure and budget monitor figures for the Town Hall will follow. **Clerk**

49.2 Account Balances – latest statement

49.3 Earmarked Reserves – latest statement

To note that these will follow once the year end accounts have been adjusted and the accounts for 2019-20 have been updated. **Clerk**

49.4 Annual Governance & Accountability Return (AGAR) 2018-19 and Annual Accounts 2018-19

- To:
- (a) Receive and consider the annual Risk Assessments (2019).
 - (b) Receive and consider the reports of the Internal Auditor, Angela Alexander (report dated 17.6.19) and the Annual Internal Audit Report 2018-19 (within the AGAR).
 - (c) Receive and consider the Review of Internal Controls 2019.
 - (d) Receive and consider the updated Summary of Main Day-to-Day Financial Controls (as at 31.3.19).
 - (e) Consider and approve the Annual Governance Statement 2018-19 (Section 1 of the AGAR).
 - (f) Consider and approve the (Consolidated) Town Council Accounts for 2018-19.
 - (g) Consider and approve the Annual Accounting Statements 2018-19 (Section 2 of the AGAR).
 - (h) Consider re-appointing the Internal Auditor, Angela Alexander (*budget provision 2019-20: £335*).
 - (i) Approve the Internal Auditor's Terms of Reference for 2019-20.
 - (j) Approve the draft Internal Audit Plan 2019-20.

50 CLERK WORK PROGRAMME/UPDATE

To receive and consider a summary of the status of key tasks/projects as at 17.6.19. **Clerk**

51 MAYOR MAKING 2020

To note that it has been announced that the early May Bank Holiday will be moved from Monday 4 May 2020 to Friday 8 May 2020 to encourage participation in the 75th Anniversary commemoration of VE Day – and to consider the implications for Rye Mayor Making. **Clerk**

52 RYE TOWN STEWARD SERVICE

To consider forming a working group to review the remit of the service and recommend how it should develop. **Clerk**

53 FORMER PUTTING GREEN, TOWN SALTS

To consider Rother District Council's intention to lease the former putting green to the Rye Amenity CIC for the purpose of creating a wildflower meadow. **Cllr Bookless**

54 PARKING PLACES ORDER CONSULTATION

To consider whether to respond to the District of Rother (Off Street) Parking Places Order 2019 consultation. *Deadline: 26.7.19* **Clerk**

55 HONORARY FREEMANSHIP

To note that a Special Council meeting will be held on 8 July 2019 to consider a proposal that Aagot Anne Wood be made an Honorary Freeman. **Clerk**

The Mayor to adjourn the meeting for disrobing.

56 EXCLUSION OF THE PUBLIC AND PRESS

Item 57 has the potential to impact on staff 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).

57 BUDGET PROVISIONS

To review the Council's 2019-20 budget provisions in the light of the finalisation of last year's Annual Accounts and the Heritage Centre's current trading performance. **Clerk**

ROBES WILL BE WORN

Supporting/Associated documents distributed with this agenda

46 Council Minutes (C4) **47** P+T Minutes (PT02) **48a)** HCM Report **48b)** HC Income and Expenditure schedules **48c)** HC Budget Monitor **49.4a)** Risk Assessments **49.4b)** Internal Audit Reports **49.4c)** Review of Internal Controls **49.4d)** Summary of Main Day-to-Day Controls **49.4e)** Annual Governance Statement **49.4f)** Consolidated Accounts 2018-19 **49.4g)** Annual Accounting Statements **49.4i)** Terms of Reference **49.4j)** Audit Plan **50** Clerk Work Programme Update **52** Briefing Note **53** Conservation Society letter; Disposal Notice **54** Summary (RDC web site)



18 June 2019

Richard Farhall Town Clerk, Town Hall, Rye TN31 7LA

Tel 01797 223902 Fax 01797 227706

Email townhall@ryetowncouncil.gov.uk

www.ryetowncouncil.gov.uk

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