

To ALL MEMBERS OF THE TOWN COUNCIL

You are hereby summoned to attend a Meeting of **Rye Town Council** to be held on **Monday 28 October 2019 at 7pm at The Town Hall, Market Street, Rye**, when it is proposed to transact the following business:

104 PRAYERS

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

105 APOLOGIES

To accept any apologies for absence.

106 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.

The Mayor to adjourn the meeting for:

- a) *Mayoral announcements*
- b) *The Report(s) of the District Councillors*
- c) *The Report of the County Councillor*
- d) *Public Question Time*

107 FINANCE**107.1 Heritage Centre****a) Progress Report**

To receive a verbal overview from the Heritage Centre Manager, Louisa O'Shaughnessy.

b) Income and Expenditure

To receive and adopt Income by Customer Summaries and Expenses by Supplier Summaries for August-September 2019.

c) Budget Monitor

To receive and note the actual income and expenditure against budget to 30 September 2019.

107.2 Town Hall**a) Expenditure**

To receive and adopt an Expenses by Supplier Summary for August-September 2019.

b) Budget Monitor

To receive and note the actual income and expenditure against budget to 30 September 2019.

107.3 Account Balances

To receive a Statement of Account Balances as at 30 September 2019.

107.4 Earmarked Reserves

To receive a Statement of Earmarked Reserves as at 30 September 2019.

The Mayor to adjourn the meeting for disrobing.

108 EXCLUSION OF THE PUBLIC AND PRESS

Items 109 and 110 include discussion on employment and contract terms – 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).

109 ASSISTANT TOWN STEWARD VACANCY

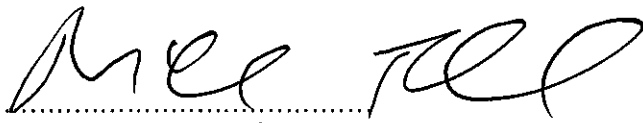
To consider a proposal to utilise a greater proportion of the budget, prior to the year end. **Clerk**

110 RYE HERITAGE CENTRE

To agree the business operating model for 2020-21 onwards. **Clerk**

ROBES WILL BE WORN

Supporting/Associated documents distributed with this agenda 107.1a) HCM Report 107.1b) HC Income and Expenditure schedules 107.1c) HC Budget Monitor 107.2a) TH Expenditure schedule 107.2b) HC Budget Monitor 107.3) Account Balances 107.4) Earmarked Reserves
--



21 October 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**

C13

107.2 (a)

TOWN
HALL

Rye Town Council
EXPENSES BY SUPPLIER SUMMARY
 August - September, 2019

	TOTAL
Ancient and Honourable Guild of Town Criers	35.00
ARK Supplies Ltd	66.42
Blocsphere Property Management Ltd	306.00
Bournes Home Moves	248.58
Dawson and Associates Ltd	600.00
Domain Support	50.00
DWD Telecoms	156.52
East Sussex Pension Fund	3,335.11
Fast Maintenance Services Ltd	120.00
HM Revenue & Customs	2,903.00
Information Commissioners Office	35.00
Jessica Neame	16.75
Mr Rob Deal	220.00
NPower	328.49
PEAC (UK) Ltd	145.00
PJB Electrical Services	130.00
PKF Littlejohn LLP	800.00
Richard Farhall	514.61
Romney Marsh Ceramics	60.00
Rother Association of Local Councils	90.00
Rother District Council	7,125.13
Rother Valley Roofing	160.00
RVS Beckley	212.80
Rye & District Sea Cadets	25.00
Steve Lipross	33.13
Tenterden Town Council	30.00
The Stair Climbing Company	1,200.00
Unity Trust	39.75
Viking	121.11
Wages	12,038.58
WebtecDesign	60.00
TOTAL	£31,205.98

C13 107.2(b)

Rye Town Hall

Budget vs Actuals: 2019-20
April 2019 to September 2019

	ACTUAL	BUDGET
INCOME		
97 South Undercliff Income	£3,900.00	£7,850.00
Bank Interest	£208.05	£450.00
Ferry Road Site Income		£260.00
Freda Gardham Field Income	£500.00	£500.00
Mayor's Allowance Income		
Precept	£174,545.00	£174,545.00
Services to Heritage Centre		
Town Hall Cottage Income	£5,750.00	£13,800.00
Town Hall Hire - Ceremonies	£11,447.50	£24,480.00
Town Hall Lets	£47.25	£450.00
Town Steward Services	£963.33	£655.00
Uncategorised Income	£41.67	£750.00
Vatable Sales	£312.41	
Gifts and Donations		
Total Income	£197,715.21	£223,740.00
EXPENDITURE		
97 South Undercliff	£4,294.53	£9,769.00
Access	£1,202.75	
Accountancy Fees	£2,650.00	£2,600.00
Advertising and Publicity	£110.98	£1,500.00
Alarms	£1,067.00	£1,000.00
Audit	£1,125.00	£935.00
Ceremonies	£395.00	£1,983.00
Civic Fund	£272.00	£750.00
Cleaning	£299.79	£550.00
Credit card / Bank charges	£79.20	£200.00
Elections	£4,430.95	£1,500.00
Ferry Road Site		
Freda Gardham Field		
Grants	£702.50	£4,000.00
Rye & District Community Transport	£2,000.00	£2,000.00
Christmas in Rye		£4,500.00
Grounds Maintenance	£275.39	£1,500.00
Health and Safety		£350.00
Heritage Centre Repairs and Renewals	£325.00	
Heritage Centre Support	£5,000.00	£12,500.00
Highways Fund		
Hospitality and Refreshments	£59.39	
Office refreshments	£12.54	
HR Expenses		
Insurance	£4,072.90	£4,100.00
IT Hardware & software	£68.40	

Light and Heat	£1,357.94	£2,750.00
Mayor's Allowance	£164.52	£2,950.00
Membership Fees	£1,906.02	£2,154.00
Neighbourhood Planning	£209.27	
New Business Support		£4,000.00
Office Equipment	£1,337.50	£1,580.00
Payroll Expenses	£52,820.20	£120,044.00
Postage	£61.00	£180.00
Printing Costs	£584.48	£775.00
Professional Fees	£900.00	£3,400.00
Publications	£30.30	
Rates	£5,278.25	£5,325.00
Robes and Regalia	£2,261.29	£750.00
Skate Park	£68.50	£500.00
Speakership		£750.00
Stationery / Sundry Items	£254.89	£365.00
Street Furniture		
Telephone / Internet	£444.69	£1,225.00
Town Hall Cottage	£1,785.42	£1,000.00
Town Hall Repairs and Renewals	£624.62	£3,000.00
Town Steward	£3,322.42	£16,325.00
Training	£70.00	£1,500.00
Travel Expenses		£250.00
Unbudgeted Expenditure	£220.00	£3,750.00
Water Rates	£949.61	£930.00
Website	£149.00	
Winter Maintenance		£500.00
Total Expenditure	£103,243.24	£223,740.00

C13 107.1(b)
HERITAGE
CENTRE

Rye Town Council
INCOME BY CUSTOMER SUMMARY
August - September, 2019

	INCOME	EXPENSES	NET INCOME
Communications & Destinations Ltd	126.67		£126.67
CTS Reisen	85.83		£85.83
Meetings and Events UK Ltd t/a Inter cruises Shoreside and Port Services	658.34		£658.34
Tailored Travel	48.33		£48.33
Till takings	26,304.88		£26,304.88
TOTAL	£27,224.05	£0.00	£27,224.05

C13 107.1(b)

HERITAGE
CENTRE

Rye Town Council

EXPENSES BY SUPPLIER SUMMARY

August - September, 2019

	TOTAL
Abbot Print	19.17
Adam Regan	137.50
Adams of Rye Ltd	248.40
Artwrite Ltd	46.66
Atlas UK	460.00
Bargain Box	1.49
Baywash	10.00
Business Stream	50.12
Clarence & Bean	335.00
Colin Bateman	35.00
Discovery Games UK	70.00
DWD Telecoms	211.14
East Sussex Pension Fund	1,099.58
Electrosonic	565.71
Evo Payments International	117.79
Friends of Rye Harbour Nature Reserve	42.00
Gardners Books Ltd	733.64
Geoff Hutchinson	22.75
Hastings Ketchup Co Ltd	216.00
History Walks by David Clarke	654.60
HM Revenue & Customs	996.15
Its Lolly Limited	32.00
J M Waste Management	32.50
J S Fire Protection	65.20
James Dean Pottery	252.95
Jempsons	56.78
Jenny Bush	54.00
Judge Sampson Ltd	80.36
Kirsty Doherty	25.00
Little Saltcote B&B	10.50
Louisa O'Shaughnessy	20.83
Love for Local Ltd	202.96
Michael Blumel	35.00
NatWest	11.00
Paul Goring	171.40
Paul Raynor Designs	175.00
Post Office	10.33
Romney Marsh Ceramics	194.00
Romney Publishing	71.18
Rother District Council	2,480.00
Royal Mail	249.32
Rye Castle Museum	70.00
Rye Festival of the Sea	40.00
rye market	5.98
Simply Ice Cream	239.14
Smudge	244.10
Stratta of Sussex	48.00
The Kent & Sussex Tea & Coffee Company	112.00

	TOTAL
Unity Trust	18.00
Universal Mail UK	366.00
Wages	8,405.44
WattKnott Publishing	19.50
Yellow Publications	332.50
TOTAL	£20,203.67

C13 107.1 (c)

Rye Heritage Centre
 Budget vs Actuals: 2019-20
 April 2019 to September 2019

	ACTUAL	BUDGET
INCOME		
Bank Interest	£1.36	
Unapplied Cash payment income		
Vatable Sales (models and gifts)	£54,296.60	£79,060.00
Zero sales (books etc.)	£16,714.54	£25,015.00
Total Income	£71,012.50	£104,075.00
COST OF SALES		
Shop Purchases	£19,082.43	£26,755.22
Total Cost of Sales	£19,082.43	£26,755.22
TOTAL	£51,930.07	£77,319.78
EXPENDITURE		
Advertising	£1,999.83	£2,761.00
Alarms	£322.20	£540.00
Bookkeeping and Accountancy Fee	£810.00	£1,920.00
Cleaning	£350.30	£620.00
IT Hardware & software	£2,687.43	£4,345.00
Credit card / Bank charges	£398.67	£965.00
Entertainment / Refreshment	£53.81	£250.00
Events - Ghost Tours	£988.40	£1,200.00
Light and Heat	£1,722.51	£2,500.00
Membership Fees		£850.00
Music in Store	£476.67	£165.00
Payroll Expenses	£29,999.47	£52,578.75
Postage HC	£23.25	£40.00
Printing Costs	£19.17	£450.00
Rates	£7,437.75	£12,725.00
Repairs and Renewals - Model	£565.71	£2,990.00
Repairs and Renewals - Office Equipment		£0.00
Repairs and Renewals - Premises		£715.00
Staff Uniform		£50.00
Stationery / Sundry Items	£460.03	£1,000.00
Telephone / Internet	£578.48	£1,380.00
Water Rates	£80.72	£225.00
Travel Expenses		£50.00
Exhibition and Fittings		£0.00
Website		£1,500.00
Total Expenditure	£48,974.40	£89,819.75
NET OPERATING INCOME	£2,955.67	-£12,499.97

ACCOUNT BALANCES AS AT 30 SEPTEMBER 2019

	Balance	<i>as at 30.9.18</i>
TOWN HALL		
Co-op current a/c	8,396.79	8,396.79
Unity Trust current a/c	111,992.08	41,997.30
Petty cash	1.46	1.46
National Savings (0.70% gross)(mth notice)	1,237.04	1,228.13
Hodge Bank 8-day(0.15% gross)	10,811.13	10,811.67
Hodge 90-day (0.85% gross)	46,645.27	46,645.27
Total TH	179,083.77	109,080.62
HERITAGE CENTRE		
Nat West Current/Bus Reserve a/c (.05%)	-	2,480.35
UTB current a/c*	16,285.85	5,478.58
Petty cash	-	-
TOTAL TH & HC	195,369.62	117,039.55
OTHER ACCOUNTS (CHARITY FUNDS - for information)		
Rye Relief in Need		
Nationwide	41.44	41.44
CafCash	12,778.05	11,924.14
Fixed Bond (1.19% gr)	60,000.00	60,000.00
Total Rye Relief	72,819.49	71,965.58
TOTAL FUNDS	268,189.11	189,005.13

RYE TOWN COUNCIL EARMARKED RESERVES	at 31.3.19	Provided	Used	at 30.09.19	note
EARMARKED RESERVES (2019-20)					
ASSET RENEWAL RESERVES					
Capital Fund Heritage Centre	7,042	0	325	6,717	
Capital Fund Attractions	5,000	0	0	5,000	
Heritage Centre Office Equipment	0	0	0	0	
Capital Fund Town Hall	29,612	3,000	625	31,987	
Capital Fund Cottage	1,487	1,000	1,785	702	
Town Hall Office Equipment	0	1,000	1,000	0	
Robes & Regalia	2,554	750	2,261	1,043	
Black & Silver Finger Posts (3.2.03)	2,833	0	0	2,833	
Skate Park	3,034	500	69	3,465	
Street Furniture	2,301	0	0	2,301	
Freda Gardham Playing Field	500	0	0	500	
	54,363	6,250	6,065	54,548	
OTHER EARMARKED RESERVES					
Computer Software & Training (24.1.00)	260	0	68	192	
Assets Valuations (28.1.02)	3,000	0	0	3,000	
Elections	5,869	1,500	4,431	2,938	
Alarm upgrade	921	0	921	0	
Training	0	1,500	70	1,430	
Ceremonies	1,266	1,983	0	3,249	
Web site	493	0	149	344	
Winter maintenance	397	500	0	897	
Highways Fund	6,733	0	0	6,733	
Neighbourhood Planning	2,547	0	209	2,338	
Grounds maintenance	1,460	1,500	275	2,685	
Grants - General	2,572	4,000	703	5,869	
Access	1,385	0	0	1,385	
Rye Christmas Festival	0	4,500	0	4,500	
Tilling Green sign	1,000	0	0	1,000	
Town Steward	0	16,325	3,332	12,993	
Speakership (2020-21)/Civic Fund	0	750	0	750	
Heritage Centre Support	0	12,500	5,000	7,500	
New Business Support	0	4,000	0	4,000	
TOTAL EARMARKED RESERVES	82,266	55,308	21,223	116,351	

Notes