

To ALL MEMBERS OF THE TOWN COUNCIL

You are hereby summoned to attend a Meeting of **Rye Town Council** to be held on **Monday 27 January 2020 at 6.30pm at The Town Hall, Market Street, Rye**, when it is proposed to transact the following business:

135 PRAYERS

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

136 APOLOGIES

To accept any apologies for absence.

137 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.

138 MAYORAL ANNOUNCEMENTS

To receive any reports on events attended by the Mayor.

Mayor

The Mayor to adjourn the meeting for:

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

139 MINUTES

To approve, as an accurate record, the Minutes of the Council meeting held on 6 January 2019 (C16).

140 ROTHER CPE SCHEME

To receive a report of the ESCC Planning Committee meeting held on 15.1.20 and to agree a course of action.

Cllr Hoggart

141 RYE HERITAGE CENTRE CHARITY

To receive a progress report and, if necessary, to agree a course of action.

HC charity

142 PLANNING APPLICATION

To determine the Council's response to the application following:

RR/2019/840/P

Ferry Road – land at, Rye, TN31 7DJ

Outline: Development of 7 dwellings

143 FINANCE**143.1 Heritage Centre****a) Income and Expenditure**

To receive and adopt Income by Customer Summaries and Expenses by Supplier Summaries for October-November 2019.

b) Budget Monitor

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

143.2 Town Hall**a) Expenditure**

To receive and adopt an Expenses by Supplier Summary for October-November 2019.

b) Budget Monitor

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

144 GRANT GIVING

To consider whether to lift the suspension (or keep it in place until the financial year end – 31.3.20). **Clerk**

145 PROVISIONAL TIMETABLE OF MEETINGS 2020-21

To consider adopting the Provisional Timetable. **Clerk**

146 DRAFT BUDGET AND PRECEPT 2020-21

To consider the Draft Budget 2020-21 and to agree the precept for 2020-21. **Clerk**

147 EXCLUSION OF THE PUBLIC AND PRESS

Item 148 may include the consideration of commercially sensitive information or staff terms of employment and it is therefore recommended that the press and public be excluded in accordance with the Public Bodies (Admissions to Meetings) Act 1960 (1)(2).

The Mayor to adjourn the meeting for disrobing.

The meeting to reconvene.

**148 TRANSFER OF RYE HERITAGE CENTRE
CREATION OF THE RYE INFORMATION POINT**

To consider any outstanding/ongoing commercial or personnel matters. **Clerk**

ROBES WILL BE WORN

Supporting/Associated documents distributed with this agenda

139 Minutes (C16) 142 RNPSG Briefing note 143 HC and TH Financial Reports
145 Provisional Timetable 146 Draft Budget



20 January 2020

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

----- Forwarded message -----

From: Anthony Kimber

To: Rye Town Council

Sent: Monday, 13 January 2020, 13:43:19 GMT

Subject: Fw: Mill Lane RR/2019/840/P

RR/2019/840/P LAND OFF FERRY ROAD (KNOWN AS MILL LANE)

This land borders the Marsh Link railway line to the north and west of the Ferry Road Railway Crossing.

The RNP makes no allocation on this land, therefore any proposal would be windfall but subject to all other policies of the RNP including those affecting the environment and design.

The undated planning document (by Kirton Consulting – to be called the Kirton Supporting Statement [KSS]) was drafted after the external examination of the Rye Neighbourhood Plan as it refers to the examiner's report but before the making of the Plan in July 2019. It would have been helpful to update the proposal in the light of the made RNP.

In the context of the Rye Neighbourhood Plan (RNP) the land should be seen as part of Rye's unlisted **Green infrastructure** and as such delivers environmental benefits for the community, rather than as described in KSS (para 1.1) as a: "a windfall site, being an area of spare land near the centre of Rye".

To further consider the proposal in the context of the made RNP.

In former BRB ownership, land off Mill Lane has for many years been unused. Aerial photography from the 1940s shows it to be a railway margin with trees. Since then, it has been self seeded with much mixed vegetation. Visually this shields the site and the railway from Mill Lane and as an historic margin of the railway track, it provides a "buffer" for noise and pollution.

It should be noted that the land on the other side of Ferry Road (Lower School Site) is subject to an approved planning proposal. RR2017/1778P. In around 2007, when the railway margin there was sold there by the BRB, a woodland TPO was made to prevent wholesale clearance. No similar TPO was made for the former BRB land off Mill Lane but the vegetation and bio-diversity is of course very similar.

Flood Risk: The KSS para 2.4 remarks that the estimated flood level in extreme conditions as 4.59m AOD and 4.72 AOD taking account of climate change. It should be noted that in December 2013, tidal levels reached 5.1m AOD at the Strand. Again for context, for the LSS, the Environment Agency made no objection subject to conditions requiring finished floor levels to be above 3.99m AOD and sleeping accommodation above 4.29m AOD. Because there are issues of foul drainage in the Ferry Road area, including some incidents of spillage, any proposal for Mill Lane

would be subject to an agreement of foul drainage arrangements similar to those for LSS.

Other issues which the Rye Planning Committee should consider include:

Access and Parking: Parking spaces are allocated to meet ESCC scales. As Mill Lane provides main access and egress for East Sussex Fire and Rescue, should the proposal be agreed then perhaps Mill Lane should be marked as a yellow box to prevent any form of on road parking and potential obstruction?

For the LSS, the location of the access and its relationship to the Marsh Link level crossing has been considered and agreed by the highway authority and Network Rail. It was suggested that highway works may be required including a box junction; all to be secured by legal agreement. Should the LSS access arrangements be adjusted to include Mill Lane?

The LSS access would be subject to measures to prevent surface water draining onto the public highway (Ferry Road). Presumably the same would apply to Mill Lane?

It is also noted that for LSS, there are stipulations about maximum gradients, provision of visibility splays, car-parking, including EV charging points, provision of covered and secure cycle parking, provision of completed roads, and footways. Should all these be considered for Mill Lane?

Proximity to the Marsh Link Rail (and potentially Fast Rail). This development would bring dwellings to within feet of the railway line. Although the noise assessment makes light of the impact, is this really quality design?

Anthony Kimber PhD
RNPSG

C17 143.1 (a1)

Rye Town Council

HERITAGE
CENTRE

INCOME BY CUSTOMER SUMMARY

October - November, 2019

	INCOME	EXPENSES	NET INCOME
Envol Espace	92.50		£92.50
Lord Ampthill	40.00		£40.00
Meetings and Events UK Ltd t/a Inter cruises Shoreside and Port Services	280.00		£280.00
Senlac Tours	108.75		£108.75
Till takings	8,900.35		£8,900.35
TOTAL	£9,421.60	£0.00	£9,421.60

C7 143.1 (A)

HERITAGE
CENTRE

Rye Town Council

EXPENSES BY SUPPLIER SUMMARY

October - November, 2019

	TOTAL
DWD Telecoms	210.90
East Sussex Pension Fund	909.54
Electrosonic	754.27
Evo Payments International	73.90
Friends of Rye Harbour Nature Reserve	10.50
Gardners Books Ltd	83.15
Gibbons Mannington & Phipps LLP	135.00
HM Revenue & Customs	513.61
Its Lolly Limited	32.00
Jempsons	1.69
NatWest	10.00
NPower	484.29
Paul Raynor Designs	126.00
PJB Electrical Services	155.00
Romney Marsh Ceramics	34.00
Rother District Council	2,480.00
Simon Parsons	40.00
Simply Ice Cream	50.01
Unity Trust	225.60
Wages	6,138.64
Yellow Publications	79.80
Not Specified	7.49
TOTAL	£12,555.39

C17 143.1 (b)

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

	ACTUAL	BUDGET
INCOME		
Bank Interest	£2.06	
Unapplied Cash payment income		
Vatable Sales (models and gifts)	£61,943.95	£79,060.00
Zero sales (books etc.)	£18,488.79	£25,015.00
Total Income	£80,434.80	£104,075.00
COST OF SALES		
Shop Purchases	£19,465.89	£26,755.22
Total Cost of Sales	£19,465.89	£26,755.22
TOTAL	£60,968.91	£77,319.78
EXPENDITURE		
Advertising	£1,999.83	£2,761.00
Alarms	£322.20	£540.00
Bookkeeping and Accountancy Fee	£945.00	£1,920.00
Cleaning	£351.09	£620.00
IT Hardware & software	£2,705.23	£4,345.00
Credit card / Bank charges	£740.17	£965.00
Entertainment / Refreshment	£54.71	£250.00
Events - Ghost Tours	£1,028.40	£1,200.00
Light and Heat	£2,206.80	£2,500.00
Membership Fees		£850.00
Music in Store	£476.67	£165.00
Payroll Expenses	£37,561.26	£52,578.75
Postage HC	£23.25	£40.00
Printing Costs	£19.17	£450.00
Rates	£9,917.75	£12,725.00
Repairs and Renewals - Model	£1,474.98	£2,990.00
Repairs and Renewals - Office Equipment		£0.00
Repairs and Renewals - Premises		£715.00
Staff Uniform		£50.00
Stationery / Sundry Items	£467.52	£1,000.00
Telephone / Internet	£771.58	£1,380.00
Water Rates	£80.72	£225.00
Travel Expenses		£50.00
Exhibition and Fittings		£0.00
Website		£1,500.00
Total Expenditure	£61,146.33	£89,819.75
NET OPERATING INCOME	-£177.42	-£12,499.97

C17 143.2 a)

TOWN
HALL

Rye Town Council
EXPENSES BY SUPPLIER SUMMARY
October - November, 2019

	TOTAL
A M Fire	875.00
Adams of Rye Ltd	519.64
Adrian Sams	1,875.00
Alpha Surveys Ltd	300.00
Andi Rivett	62.98
Andrew Izod	90.00
ARK Supplies Ltd	13.45
Bargain Box	4.00
Battle Town Council	60.00
Blocsphere Property Management Ltd	306.00
Brighton Dome and Festival Ltd - East Sussex Music	25.00
Care Decorating Sevices	165.00
DWD Telecoms	155.74
East Sussex County Council - Registry Service	1,995.00
East Sussex Pension Fund	3,334.28
Emma Granger	95.00
Fast Maintenance Services Ltd	40.00
Gibbons Mannington & Phipps LLP	225.00
HM Revenue & Customs	2,783.90
J S Fire Protection	260.00
Jessica Neame	39.56
John Breeds	87.93
Lydd Town Council	25.00
Managed Technology	78.67
Mrs Elizabeth Kimber	27.00
NPower	508.46
P&P Waste Movers	269.00
PEAC (UK) Ltd	195.00
Red Alert Ltd	99.00
Reef Environmental Solutions Ltd	75.00
Richard Farhall	751.25
RVS Beckley	468.42
Rye Christmas Festival	4,500.00
Steve Lipross	93.08
Tenterden Town Council	70.00
The Royal British Legion Poppy Appeal	40.00
Unity Trust	3.00
Viking	279.93
Wages	11,604.39
Walker Training	328.50
Zurich Insurance plc	612.42
TOTAL	£33,340.60

C17 143.2 b)

Rye Town Hall
 Budget vs Actuals: 2019-20
 April 2019 to November 2019

	ACTUAL	BUDGET
INCOME		
Discounted Accomodation Income	£5,200.00	£7,850.00
Bank Interest	£277.02	£450.00
Ferry Road Site Income	£260.00	£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	£8,050.00	£13,800.00
Town Hall Hire - Ceremonies	£12,947.50	£24,480.00
Town Hall Lets	£324.75	£450.00
Town Steward Services	£996.66	£655.00
Uncategorised Income	£41.67	£750.00
Vatable Sales	£312.41	
Gifts and Donations		
Total Income	£203,455.01	£223,740.00
EXPENDITURE		
Access	£1,202.75	
Accountancy Fees	£2,875.00	£2,600.00
Advertising and Publicity	£110.98	£1,500.00
Alarms	£1,166.00	£1,000.00
Audit	£1,125.00	£935.00
Ceremonies	£2,390.00	£1,983.00
Civic Fund	£402.00	£750.00
Cleaning	£598.46	£550.00
Credit card / Bank charges	£82.20	£200.00
Discounted Accomodation	£8,179.06	£9,769.00
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	£4,500.00
Grounds Maintenance	£275.39	£1,500.00
Health and Safety	£1,569.95	£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	£28.42	
HR Expenses		
Insurance	£4,072.90	£4,100.00
IT Hardware & software	£91.20	

Light and Heat	£1,866.40	£2,750.00
Mayor's Allowance	£374.50	£2,950.00
Membership Fees	£2,160.02	£2,154.00
Neighbourhood Planning	£728.91	
New Business Support		£4,000.00
Office Equipment	£1,532.50	£1,580.00
Payroll Expenses	£70,542.77	£120,044.00
Postage	£217.00	£180.00
Printing Costs	£663.15	£775.00
Professional Fees	£900.00	£3,400.00
Publications	£48.98	
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	£378.82	£365.00
Street Furniture		
Telephone / Internet	£577.63	£1,225.00
Town Hall Cottage	£1,801.21	£1,000.00
Town Hall Repairs and Renewals	£2,880.22	£3,000.00
Town Steward	£5,209.26	£16,325.00
Training	£473.20	£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	£140,468.37	£223,740.00

RYE TOWN COUNCIL

C17 145

Provisional Timetable of Meetings 2020-21

Meetings are held normally on Monday at 6.30pm

Month	Council	Planning & Townscape	Personnel <i>Meets as and when required</i>
May	8 MM (11am) Fri 11 CF 21SH (in Rye)	4 18	
June	 29 AR	1 15 29	
July		13 27	
August	<i>Normally no meetings</i>	<i>Normally no meetings</i>	<i>Normally no meetings</i>
September	7	7 21	
October	3 SD (in Rye) 19	5 19	
November		2 16 30	
December	14 NOM A	14	
January	 25 BUD/PRE	11 25	
February		8 22	
March	3 ATM (Wed) 22 NOM B	8 22	
April		6 (<i>Tues</i>) 19	
May	3 MM (11am) 10 CF	10 24	

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

INCOME	Budget 2019-20	Actual to 3.12.19	Forecast to 31.3.20	Estimate 2020-21	note
Asset disposals	0	0	111,360	0	1
Ceremonies	24,480	12,948	13,500	17,028	2
Cottage (rent)	13,800	8,050	12,650	13,800	3
Discounted accommodation (rent)	7,850	4,750	6,700	7,800	4
Ferry Road Nursery	260	260	260	260	5
Freda Gardham Field	500	0	500	500	6
Gifts & Donations	0	0	4,000	0	7
Interest	450	277	409	400	
Mayor's Allowance/Mayor Making	N/A	0	N/A	0	8
<i>Precept (2019-20) 2020-21</i>	174,545	174,545	174,545	177,347	9
Reproduction rights	0	0	0	0	10
Sales	0	0	0	24,000	11
Town Hall Hire (General)	450	325	350	350	12
Town Steward Services	655	907	997	875	13
Uncategorised income	750	354	354	0	14
Income	223,740	202,416	325,625	242,360	

EXPENDITURE	Budget 2019-20	Actual to 3.12.19	Forecast to 31.3.20	Estimate 2020-21	note
Access	0	1,203	1,300	500	15
Accountancy Fees	3,350	2,875	3,325	3,575	16
Advertising & Publicity	1,500	111	500	1,200	17
Alarms	1,000	1,166	1,166	225	18
Asset valuations	0	0	0	500	19
Audit	935	1,125	1,125	940	20
Ceremonies	1,983	395	2,765	2,225	21
Civic Fund	750	402	750	750	22
Cleaning	550	594	700	950	23
Credit card/Bank charges	200	82	200	950	24
Discounted Accommodation	9,769	8,179	8,179	9,769	25
Elections	1,500	4,431	4,431	1,500	26
Grants	4,000	703	703	0	27
General					
Community Transport	2,000	2,000	2,000	2,000	
Christmas Festival	4,500	4,500	4,500	4,000	
Grounds Maintenance	1,500	275	500	1,000	28
Health & Safety	350	695	1,750	750	29
Heritage Centre Repairs (fabric)	0	325	3,940	1,500	30
Heritage Centre Support	12,500	5,000	8,000	0	31
Highways Fund	0	0	0	0	32
Hospitality & refreshments	0	59	75	150	33
Office refreshments	0	28	50	55	
HR expenses	0	0	500	500	34
Insurance	4,100	4,073	4,073	4,250	35
IT hardware & software	0	91	150	1,000	36
Light & Heat	2,750	1,555	2,750	3,400	37
Mayor's Allowance	2,950	375	2,950	2,975	38
Membership fees	2,154	2,160	2,160	2,894	39
Neighbourhood Planning	0	729	0	0	40
New Business Support	4,000	0	0	0	41
Office Equipment	1,580	1,533	1,750	1,000	42
Payroll expenses	120,044	70,543	105,815	138,681	43
Postage	180	217	250	300	44
Printing costs	775	663	884	1,450	45
Professional Fees	2,650	900	900	1,000	46
Publications	0	49	49	75	47
Rates	5,325	5,278	5,278	0	48
Robes & Regalia	750	2,261	2,500	1,000	49
Rye Information Point set-up	0	0	8,000	0	50

Skatepark	500	69	69	6,000	51
Speakership (2020-21)	750	0	0	750	52
Stationery/Sundry items	365	379	450	1,500	53
Stock	0	0	2,000	10,000	54
Street Furniture	0	0	0	0	55
Telephone/Internet	1,225	578	1,200	1,500	56
Town Hall Cottage	1,000	1,801	2,000	2,000	57
Town Hall Repairs & Renewals	3,000	2,880	3,500	8,000	58
Town Steward	16,325	5,114	6,000	16,820	59
Training	1,500	473	473	250	60
Travel Expenses	250	0	0	250	61
Unallocated expenditure	3,750	220	7,220	1,501	62
Water rates	930	950	950	975	
Web site	0	149	0	1,500	63
Winter maintenance	500	0	250	250	64
Expenditure	223,740	137,188	208,080	242,360	
Surplus/Deficit(-)	0	65,228	117,545	0	

NOTES General (a) As @ 30.11.19 RPI was 2.2% and CPI 1.5%.

1 Forecast Proceeds from the sale of Flat Mouth.

Notes Forecast Earmarked Reserve: £111,360.

2 Notes Income may be received in the financial year preceding the ceremony date - payments can be received 1-14 months prior to the ceremony date.

Actual/Forecast Total ceremonies held/booked 1.4.19-31.3.20: 54 (11 below annual average). Cancellations: 12. Most of these followed the temporary closure of The George - which has resulted also in cancellations in 2020-22.

Charge to be increased by £25 with effect from 1.4.20. Currently, there are 28 (confirmed/provisional) bookings only in 2020-21. Indications are that the loss of The George has reduced bookings by around one-third. Estimate 44 ceremonies x £387 (av charge) = £17,028.

3 Forecast Assumes current tenant continues to pay the rent when due.

Estimate Assumes rent is frozen at £1,150pcm.

4 Forecast Assumes outstanding rent is not received by 31.3.20.

Estimate Assumes rent is frozen at £650pcm.

5 Notes Ground rent.

Next rent increase is due 19.10.25 (£312pa).

6 Note Next rent review: Feb 20.

Estimate Assumes rent is frozen at £500pcm.

7 Forecast Contributions towards's Rye's £7,000 share of the Landgate Arch emergency repairs (see note 62).

Rye Fund	£3,000
RCS	£1,000
	<u>£4,000</u>

8 Note Any receipts (typically Mayor Making Luncheon payments) are offset against the Mayoral Allowance.

9 Notes (a) The current (2019-20) RTC Band D Council Tax is £88.92pa (£1.73pw) - based on a Council Tax base of 1,941.20

(b) Parish/Town Councils will (again) not be subjected to the Excessive Council Tax Referendum Regulations in 2020-21

Estimate Based on the confirmed (adjusted) Rye 2020-21 Council Tax base of 1,930.20 the proposed precept of £177,347 produces a RTC Band D Council Tax of **£91.88pa (£1.77pw) - an increase of 4p per week.**

10 Note The current policy is to seek at least £100 from commercial concerns wishing to reproduce images of Council-owned artefacts. However, it is an uncommon source of income.

11 Estimate 25% of the HC's average total annual sales over the last 3 years. (Low level of certainty - Year 1 of the new Rye Information Point at the TH.)

12 Note The Mayor is allowed to grant up to 12 free lets a year to charities (and similar).

13 Note Includes income derived from the Town Steward mowing urban verges on behalf of ESCC; mowing the Love Lane allotments and undertaking tasks for other parish councils (eg painting adopted telephone kiosks).

Estimate Includes £513 from ESCC for cutting urban verges.

- 14 Note** Known previously as 'Miscellaneous'.
Actual Ewhurst Parish Council photocopying.
- 15 Actual** Includes £1,200 for a replacement stairclimber.
Forecast Includes £97 for an evacuation chair.
Note Forecast Earmarked Reserve: £85.
- 16 Estimate** Includes provision for additional payroll associated with the Rye Information Point (RIP).
- 17 Note** Excludes weddings/ceremonies.
Forecast Includes £375 for *Rye Bay Guide 2020* ad (RIP).
Estimate Includes £700 for 3,500 Rye Maps.
- 18 Actual** Includes £1,050 towards updated intruder alarm (which included switching to a cheaper maintainer for the intruder and fire alarms). £921 was funded from an Earmarked Reserve.
- 19 Note** Forecast Earmarked Reserve - £3,000.
- 20 Actual/Forecast** Higher than usual because the PWLB loan pushed RTC into a higher charge band for the 2018-19 financial year.
Estimate
- | | |
|----------------|------|
| External audit | £600 |
| Internal audit | £340 |
| | £940 |
- 21 Note** Includes ceremonies/weddings advertising & publicity.
Actual £395 for ad in East Sussex Hotels publication.
Forecast Includes £375 for *Rye Bay Guide 2020* ad (weddings) and £1,995 for ceremonies licence renewal covering 25.6.20-24.6.23.
Estimate Includes provision for ESCC ceremonies brochure and one-third (£717) of estimated licence renewal in 2023.
Note Forecast Earmarked Reserve: £484.
- 22 Note** Typical civic fund expense items: wreaths, refreshments for civic functions, Confederation events travel, Cinque Ports volunteers, hot pennies, ATM refreshments, flags, Hon Freeman/women scrolls.
- 23 Estimate** RIP will see use of TH increase.
- 24 Estimate** RIP sales will generate credit card charges.
- 25 Note** Forecast Earmarked Reserve: £1,590.
Estimate
- | | |
|---|----------|
| Loan repayment (payable in two instalments) | 7,769.06 |
| Agreed annual scheme contribution (precepted) | 2,000.00 |
- 26 Notes** Forecast Earmarked Reserve: £2,938.
Next full Town Council Election: May 2023.
- 27 Actual/Forecast** Grant-giving suspended part way through year to because of likelihood that the budgeted HC subsidy would be insufficient.
Note Forecast Earmarked Reserve: £5,869.
- 28 Notes** Mostly comprises the cost of plants, compost etc for the TH - but also land adj 7 Wish Ward, Wish Ward Pump and Rye Hill-Military Road verge.
Forecast Earmarked Reserve: £2,460.
The wall at 7 Wish Ward needs to be re-built.
- 29 Actual** Includes fire safety equipment & signage; TH asbestos survey.
Forecast Fire safety assessment and monitoring documentation (£885).
- 30 Actual** SmartWater and emergency repair.
Forecast Includes recovering flat roof (£3,615).
Note Forecast Earmarked Reserve: £3,102.
- 31 Budget** Intended to cover:
- | | |
|---|--------|
| Electronic Point of Sale (EPOS) system* | £3,000 |
| New HC web site | £1,500 |
| Replacement desktop and software | £1,000 |
| Replacement & Additional signage | £836 |
- A new web site was put on hold.
Actual Cash transfer to the HC.
Forecast Additional cash transfer to cover HC expenses (excl staff redundancy costs - see 'Rye Information Point') up to 31.3.20
Estimate See 'Grants - HC CIO'.
- 32 Notes** Forecast Earmarked Reserve: £6,733.
If necessary, the reserve can be used to fund a Portable SID - and provide a contribution towards gateways.
- 33 Note** Refreshments for Mayor Making, Remembrance etc.
- 34 Note** Includes HR advice and recruitment costs.

Forecast Provision for Restructuring advice.

- 35 Note** The policy includes the TH, TH Cottage, HC and 97 South Undercliff.
The provision for the Town Steward's vehicle is included in the Town Steward account.
In April 2019 a 3-year agreement was entered into with the current provider.
Estimate Assumed that reducing HC contents and staffing, retaining HC buildings cover and creating the RIP will have a minimal impact on the policy.
- 36 Notes** RIP cost included in RIP Set-Up budget.
Forecast Earmarked Reserve: £110.
Estimate Includes EPOS licence and RIP licences and software.
- 37 Note** 3-year contract commences Oct 2020.
Estimate Includes provision of £650 to reflect increased use of TH (RIP).
- 38 Notes** Financial year and Mayoral year not concurrent and expenditure offset by (any) Mayor Making receipts. A 'second term' Mayor may have monies available from the preceding year. It has become increasingly common for Mayors not to claim their full allowance and then to donate the balance to local charities. Strictly speaking this is not a permitted use of the allowance (intended to defray the expenses incurred whilst carrying out the duties of the office).
- 39 Estimate**
- | | |
|---|--------|
| Confederation of the Cinque Ports | £250 |
| Rother Association of Local Councils | £45 |
| Society of Local Council Clerks | £275 |
| East Sussex Association of Local Councils | £1,187 |
| National Association of Local Councils | £258 |
| Information Commissioner | £35 |
| 1066 Country & Tourism SE | £781 |
| Local Council Review | £63 |
| | <hr/> |
| | £2,894 |
- 40 Notes** Forecast Earmarked Reserve: £1,818.
Proposed Forecast Adjusted Earmarked Reserve: £0 (Virement to Capital Fund Town Hall).
- 41 Note** The drafting of the necessary documentation (application form and loan agreement) remains outstanding.
- 42 Notes** Forecast Earmarked Reserve: £0.
RIP costs are included within the RIP Set up budget.
- 43 Confidential Note**
- 44 Estimate** Additional provision for RIP.
- 45 Notes** Includes photocopier copy charge.
Forecast Includes ATM flyer (and distribution).
- 46 Forecast** Includes provision for advice/consultancy other than accountancy and HR.
- 47 Note** Principally reference books.
- 48 Estimate** Assumes HC will be handed over to HC charity by 31.3.20 and 100% small business rates relief obtained.
- 49 Notes** Forecast Earmarked Reserve: £804.
The last Past Mayor Badge will be presented 8.5.20.
Estimate Includes £900 provision towards the purchase (in 2021-22) of 3 Past Mayor Badges (est cost £1,800).
- 50 Forecast:**
- | | |
|--|--------|
| Reconfiguring IT (hardware & software) | £250 |
| Relocating telephones & ethernet cabling | £100 |
| Relocated/Additional telephone system (poss additional line) | £400 |
| Counter-desk | £820 |
| Part glaze Reception door | £470 |
| Redundancy payments | £3,384 |
| Additional HC/RIP staff hours | £1,000 |
| RIP signage (new/replacement) | 1,000 |
| Contingency | £576 |
| | <hr/> |
| | £8,000 |
- 51 Notes** Equipment last resurfaced 2018-19.
Forecast Earmarked Reserve: £3,465.
Estimate Base needs to be resurfaced (not done since it was installed 19 years ago).
- 52 Notes** The Speakership of the Confederation of the Cinque Ports transfers to Rye 21 May 2020
Forecast Earmarked Reserve: £750.

Estimate Contribution towards the cost of the Handover and Speaker's Day.

53 *Estimate* Includes provision for RIP consumables (eg paper bags).

54 *Forecast & Estimate* 50% of the forecast RIP sales 2020-21.

55 *Note* Forecast Earmarked Reserve: £2,301.

56 *Estimate* Includes provision for RIP.

57 *Note* Forecast Earmarked Reserve: £1,602.

58 *Notes* Forecast Earmarked Reserve: £29,112.

Proposed Forecast Adjusted Earmarked Reserve: £30,930.

Building Condition Survey (Aug 2014) estimated cost of remedial works: £75,000-
£100,000.00

Cupola restoration (2021) estimate: c £20,000.

59 *Notes*

Excludes salaries.

Forecast Earmarked Reserve: £10,325 - representing unspent provisions:

RELOCATION COSTS (TGCC)

Second shed (large enough to accommodate ride-on)	£1,800
Installation of suitable hardstanding for sheds (2)	£1,250
Installation of outdoor tap	£300
Transporting existing shed	£150
	<hr/>
	£3,500
Single cab 4WD pick up truck	£5,000
M+S tyres	£400
RTC livery	£250
Leaf blower (commercial)	£350
Misc	£825
	<hr/>
	£6,825
	<hr/>
	£10,325

TOTAL

The planned relocation of the Town Steward base from the Creative Centre to Tilling Green Community Centre was abandoned after it was realised that there would be insufficient space.

Work has started on costing a move to Love Lane Allotments (see below); however, because this requires a high set-up cost and no power is currently available, renting a suitable unit in Harbour Road is also being explored.

Forecast (Assuming relocation to Love Lane Allotments):

RELOCATION COSTS (assuming Love Lane)

Workshop	£3,250
Mower shed	£1,250
Concrete base	£2,000
Access driveway	£1,000
Planning application	£250
Architect fees	£850
	<hr/>
	£8,600
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Less earmarked Relocation costs	£3,500
	<hr/>
	£5,100

Ride on mower	7,500
Vehicle tax	£320
Vehicle insurance	£600
Vehicle maintenance	£500
Vehicle & mower fuel	£1,100
Equipment/Signage	£300
Training	£400
PPE	£250
Materials/Consumables	£750
	<hr/>
	£11,720
	<hr/>
	£16,820

TOTAL

60 *Note* Forecast Earmarked Reserve: £1,027 (Includes DTCD CiLCA reg fee - £350)

61 *Note* Excludes Mayoral.

62 *Forecast* £7,000 Landgate emergency repairs - awaiting RDC invoice/demand.
(See also note 7).

Estimate Contingency - forecast RIP sales could differ markedly from estimate.

63 *Note* Forecast Earmarked Reserve: £344.

Estimate Web site will need to comply with the Public Sector Body Accessibility

Regulations 2018 by 23.9.20.

64 Notes Forecast Earmarked Reserve: £647.

Used principally to fund salt and replacement grit bins.

RESERVES

	forecast as at 31.3.20	actual as at 31.3.19	actual as at 31.3.18
Earmarked	196,365	82,266	76,789
General	<u>13,614</u>	<u>10,168</u>	<u>29,829</u>
	<u><u>209,979</u></u>	<u><u>92,434</u></u>	<u><u>106,618</u></u>