

To ALL MEMBERS OF THE TOWN COUNCIL

You are hereby summoned to attend the Accounts & Audit Meeting of **Rye Town Council** to be held on **Wednesday 30 June 2021 at 6.30pm**, at **Rye Community Centre**, Conduit Hill, Rye, when it is proposed to transact the business set out below:

Attendees should be prepared to comply with the COVID-19 mitigation measures that are required by the venue and Council (summarised at the end of this agenda).

*Please note that the maximum number of attendees that can be accommodated safely (when seated and without a face covering) is **24**.*

17 APOLOGIES

To accept any apologies for absence.

18 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.

19 COUNCIL MINUTES

To approve and to authorise the Chairman to sign the Minutes of the meeting held on 4 May 2021 (C1).

20 COMMITTEE MINUTES

To receive and note the Draft Minutes of the meeting of the Planning & Townscape Committee held on 4 May 2021 (PT01).

21 ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN (AGAR) 2020-21 AND ANNUAL ACCOUNTS 2020-21

- To:
- (a)** Receive and consider the annual *[non COVID-19]* Risk Assessments (2021).
 - (b)** Receive and consider the reports of the Internal Auditor, Angela Alexander: report dated 12.6.21 and the Annual Internal Audit Report 2020-21 (within the AGAR).
 - (c)** Receive and consider the Review of Internal Controls 2021.
 - (d)** Receive and consider the updated Summary of Main Day-to-Day Financial Controls (as at 1.4.21).
 - (e)** Consider and approve the Annual Governance Statement 2020-21 (Section 1 of the AGAR).
 - (f)** Consider and approve the Town Council Accounts for 2020-21.
 - (g)** Consider and approve the Annual Accounting Statements 2020-21 (Section 2 of the AGAR).
 - (h)** Consider re-appointing the Internal Auditor, Angela Alexander (*budget provision 2021-22: £265*).
 - (i)** Approve the Internal Auditor's Terms of Reference for 2021-22.

(j) Approve the draft Internal Audit Plan 2021-22.

Clerk

22 COUNCIL AND COMMITTEE MEETINGS

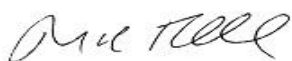
In view of the increasing COVID-19 transmission rate - and postponement of Step 4 of the Government's lockdown easing – to consider extending the Clerk's general* delegated authority until Step 4 is reached or (given that there are no meetings scheduled in August) 31 August 2021.

**The Clerk's power to determine the Council's view on planning applications (whenever the Planning & Townscape Committee is not meeting prior to a response deadline) is permanent.*

Clerk

Supporting/Associated documents distributed with this agenda

19 Council Minutes (C1) 21a) Risk Assessments 21b) Internal Audit Reports 21c) Review of Internal Controls 21d) Summary of Main Day-to-Day Controls 21e) Annual Governance Statement 21f) Annual Accounts 2020-21 21g) Annual Accounting Statements 21i) Terms of Reference 21j) Audit Plan



24 June 2021

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

IMPORTANT – ATTENDING THE MEETING

Those attending the meeting will be expected to comply with the following:

Attendees should endeavour to 'socially distance' at all times.

*Members of the Town Council will be admitted first and should aim to arrive **6.20-6.25pm**.*

Members of the public will be admitted (staggered) from 6.25pm.

Please use the hand sanitizer when entering and leaving the premises.

(Unless exempt on medical grounds) All attendees must wear a face covering when they are on the premises - unless they are seated or standing (from their seat) to speak.

Hard copies of the meeting papers will be available upon arrival (in the lobby). Please take them away with you after the meeting.

Members of the Town Council should fill the seats from the front (stage end) of the Hall. (No tables will be provided).

Members of the public should fill the seats marked 'Public' from the back of the Hall.

When invited to speak, to improve audibility, attendees should stand.

Attendees should endeavour to use toilet facilities prior to arrival at the premises.

At the end of the meeting, attendees should re-cover their faces and leave the premises separately. (Any informal conversations should take place outside.)