

**Minutes of a Meeting of the Town Council held at Rye Community Centre,  
Conduit Hill, Rye on Wednesday 30 June 2021**

**PRESENT** Councillors David Amphill, David Bookless, Cheryl Creaser, Bernardine Fiddimore, Rebekah Gilbert (**Mayor**), Chris Hoggart, Pat Hughes, Ian Potter, Andi Rivett (**Deputy Mayor**), Shaun Rogers, Andy Stuart

**IN ATTENDANCE** Richard Farhall - Town Clerk; Jessica Neame – Deputy Town Clerk;

*The meeting commenced at 6.32pm and was held under 'COVID-safe' conditions.*

**17 APOLOGIES**

Apologies for absence – and the reasons as lodged with the Clerk – were accepted from Cllrs Michael Boyd, Jo Kirkham and Sam Wood.

**18 CODE OF CONDUCT**

There were no disclosures of interest – nor requests for dispensation.

**19 MINUTES**

**RESOLVED** To approve, as an accurate record, the Minutes of the Council meeting held on 4 May 2021 (C1).

**20 COMMITTEE MINUTES**

**RESOLVED** 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**

**RESOLVED 1** To receive the annual [*non COVID-19*] Risk Assessments (2021) and agree the 'further actions' identified.

**RESOLVED 2** To receive and adopt the recommendations/suggestions contained with the Report of the Internal Auditor, Angela Alexander (report dated 12.6.21) - and to receive and note the Annual Internal Audit Report 2020-21 (within the AGAR).

**RESOLVED 3** To receive the Review of Internal Controls 2021 and approve the recommended controls therein.

**RESOLVED 4** To receive and approve the updated Summary of Main Day-to Day Financial Controls (as at 1.4.21).

**RESOLVED 5** To approve the Annual Governance Statement 2020-21 (Section 1 of the AGAR).

**RESOLVED 6** To approve the Town Council Accounts for 2020-21.

**RESOLVED 7** To approve the Annual Accounting Statements 2020-21 (Section 2 of the AGAR).

**RESOLVED 8 To re-appoint the Internal Auditor, Angela Alexander at a fee of £265.**

**RESOLVED 9 To approve the Internal Auditor's Terms of Reference for 2021-22.**

**RESOLVED 10 To approve the draft Internal Audit Plan 2021-22.**

**22 COUNCIL AND COMMITTEE MEETINGS**

**RESOLVED In view of the increasing COVID-19 transmission rate - and postponement of Step 4 of the Government's lockdown easing – and noting that there are no meetings scheduled during August - to extend the Clerk's general\* delegated decision-making authority up to – and including - 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.*

*The meeting ended at 6.35pm*

Date ..... Chairman .....