

RYE TOWN COUNCIL

AGENDA PR02

working for the social, economic and environmental well-being of the Antient Town of Rye

Committee	POLICY, RESOURCES & GENERAL PURPOSES
Date and Time	Monday 17 July 2017, immediately following Planning & Townscape – but no earlier than 6.50pm
Venue	The Town Hall, Market Street, Rye

Members appointed to the Committee:

Councillors Mike Boyd (**Committee Chairman** - Deputy Mayor), Sam Barnes, Jonathan Breeds (Mayor), Cheryl Creaser, Bernardine Fiddimore, Rebekah Gilbert, Jo Kirkham, Ray Prewer, Andi Rivett (**Committee Vice Chairman**)

11 APOLOGIES

To accept any apologies for absence.

12 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.

13 MINUTES

To authorise the Chairman to sign, as a correct record of the proceedings, the Minutes of the meeting held on 22 May 2017 (PR01).

14 MATTERS ARISING

To note any matters arising from the meeting held on 22 May 2017 (PR01).
for information

15 FINANCE

15.1 Town Hall

a) Schedule of Authorised Payments and Statement of Income

To receive and adopt the Schedule of Authorised Payments and Statement of Income for April 2017-May 2017.

b) Budget Monitor

To receive and note the actual income and expenditure against budget to 31 May 2017.

c) Cash Flow Statement

To receive and note the statement prepared as at 1.6.17.

15.2 Heritage Centre

a) Progress report

To receive an update from the Heritage Centre General Manager, Louisa O'Shaughnessy and, if appropriate, to agree a course of action.

b) Payments and Income

To receive and adopt Income by Customer Summaries and Expenses by Supplier Summaries for April 2017-May 2017.

c) Profit & Loss Account

To receive and note the P+L statement as at 31 May 2017.
Note A Budget Monitor Report is not yet available – VAT needs to be removed from the adopted (cash flow) budget.

15.3 Account Balances

To receive a Statement of Account Balances as at 31 May 2017.

15.4 Earmarked Reserves

To receive a Statement of Earmarked Reserves as at 31 May 2017.

15.5 Grant Application

To consider an application from the Tilling Green Residents' Association for £250 towards the cost of booking a band for the next Summer Fete.

Clerk

15.6 Rye Heritage Centre: Unity Trust Bank current account application

To consider making the declarations following (omitted from the 26 June 2017 Council meeting agenda):

We agree to use the Telephone Banking Service to authorise transfers between our Unity Trust Bank accounts and to request balance and other general account information.

We agree to use the Internet Banking Service in accordance with the Terms and Conditions.

The individuals named on this application form will be our authorised Telephone Banking and Internet Banking service users.

The Trustees acknowledge that they will be jointly and severally liable for any of the Trust's liabilities.

Responsibility for all transactions performed on our internet banking service lies with the final authorising user.

We acknowledge your right not to grant or to suspend operation of this account until we have given Unity Trust Bank and requested documentation or information.

We authorise the bank to make any enquiries that it considers necessary to confirm the details in this form. The information we have provided is true to the best of our knowledge.

We confirm that we have read the Terms and Conditions for the bank's accounts and agree to and acknowledge that we will be bound by them.

Clerk

15.7 Hodge Bank

To:

(a) Note that the Council holds the Hodge Bank deposit accounts following:

(i) 02313600 7-day short term fixed rate (0.05%)
Balance £46,637.62

(ii) 02313601 7-day short term fixed rate (0.05%)
Balance £30,804.70

- (b) Agree to transfer the balances to two new Hodge accounts as follows:
- (i) 02313600 to a 90-day notice variable interest account (currently 1% gross);
 - (ii) 02313601 to an 8-day notice variable interest account (currently 0.25% gross).
- (c) Agree that the existing authorised signatories (Cllrs Erswell, Fiddimore, Gilbert and Kirkham) shall remain in place.
- (d) Resolve that:
- (i) We request and authorise that Hodge Bank honour and debit our account on any instructions signed by any two of the authorised signatories;
 - (ii) We agree that the list of directors and/or other officials of the Club/Society who are authorised to sign instructions on its behalf as set out in this application are accurate;
 - (iii) We agree to notify the Bank of any changes to signatories or otherwise relevant to the operation of the account;
 - (iv) We confirm that this mandate shall remain in force and the Bank may act upon it until we notify the Bank that it is to end or be changed.
- Clerk**

16 WORK PROGRAMMES

(a) **Clerk**

To receive and consider a summary of the status of key tasks/projects as at 11.7.17

Clerk

(b) **General Assistant**

To receive an update on the post holder's work programme.

General Assistant

17 BEXHILL COMMUNITY GOVERNANCE REVIEW

To receive an update and to agree a course of action.

Clerk

18 TRANSFER OF ASSETS:

(A) **LAND OCCUPIED BY FERRY ROAD NURSERY**

To receive an update and, if necessary, to agree a course of action.

(B) **7 WISH WARD – LAND ADJACENT**

To receive an update and, if necessary, to agree a course of action.

Clerk

19 EXCLUSION OF THE PUBLIC AND PRESS

Items 20 and 21 entail consideration of the welfare and terms and conditions of staff 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).

20 STAFFING

To receive an update.

Clerk

21 **HERITAGE CENTRE GOVERNANCE REVIEW**
To receive an update.

Clerk

Supporting/Associated documents distributed previously

13 Minutes

Supporting/Associated documents distributed with this agenda

15.1a) TH income and expense summaries **15.1b)** TH Budget Monitor; Notes
15.1c) Cash Flow Statement **15.2a)** HCM's Report **5.2b)** HC income and
expense summaries **15.2c)** P+L Statement **15.3** Account Balances **15.4** Earmarked
Reserves **15.5** Grant application **15.7** Interest rates **16a)** Work programme
16b) General Assistant Update

11 July 2017

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