

RYE TOWN COUNCIL

WORK PROGRAMME as at 17 June 2019

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Key Task/Project	Outline	Target (orig)	Status	Notes
Access (TH)	Ascertaining feasibility of solid handrail to Chamber staircase. Exploring alternative to the stair climber	June 2017 June 2019	BEHIND SCHEDULE ON SCHEDULE Contact made with national lift company	Stair climber provides unsettling/uncomfortable user experience for some.
Accounts software (Town Hall)	Upgrading to online version	June 2018	COMPLETED	
Acoustics	Improving speech audibility in Chamber	April 2017	BEHIND SCHEDULE Contractor working on improved system	
Annual Accounts 2018-19 & Audit	Drafting and approving the (consolidated) Annual Accounts	30 June 2019	ON SCHEDULE	
Assets revaluations		Autumn 2017	BEHIND SCHEDULE Residential and commercial property valuations obtained. Other valuations outstanding.	Estimates required – links with Asset Register and insurance cover
CCTV	Exploring system to deter inconsiderate on street parking	Summer 2017	BEHIND SCHEDULE One quote received - working party is exploring a potentially cheaper system	Delayed because of departure of a member of staff.
Cupola	Restoration	Autumn 2018	BEHIND SCHEDULE Planning obtained – final specification and quotes needed	
General Data Protection Regs (GDPR)	Ensuring compliance	25 May 2018	PARTLY COMPLETED Some data/document cleansing outstanding and cyber security review TBA.	
Internal financial checks	Members undertaking 'spot checks'	Summer 2017	BEHIND SCHEDULE	
Landgate Tower	Restoration (urgent repairs)	2018	COMPLETED	RTC/The community committed/contributed £7,000.

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Making Tax Digital	Merging TH and HC accounts into a single accounts package in order to submit VAT returns electronically in an acceptable format	1 October 2019	ON SCHEDULE	
Neighbourhood Plan	Attending SG meetings and monitoring progress	Estimated c4-year period (summer 2013-aut 17)	BEHIND SCHEDULE Referendum 27.6.19	Delegated authority to enter into commitments on behalf of the Steering Group.
Pay differentials	Assessing the impact of the National Living Wage	2019	NOT COMMENCED	
Priority Setting	Drawing up a matrix of the objectives identified at the Visioning	TBD	BEHIND SCHEDULE	
Speakership - holding	Preparing/Resourcing for Rye holding the Speakership in 2020-21	May 2020	NOT COMMENCED	
Terms and conditions of employment (TH)	Updating job descriptions following staffing review	April 2017	BEHIND SCHEDULE	
Town Steward base relocation	Identifying more accessible premises	2019-20	BEHIND SCHEDULE Working towards relocation to Love Lane Allotments	Move to TG Community Centre abandoned
TH redecorating Chamber/antechamber/main stairway	Improve appearance	2018-20	ON SCHEDULE	Being undertaken in a phased manner by Town Steward team
TH rear windows	Repainting & replacement frames	May 2018	BEHIND SCHEDULE Two windows being manufactured	Windows likely to be ready summer 2019
Web sites - accessibility	Conforming with the new Public Sector Bodies Accessibility Regulations	23 September 2020 (sites existing prior to 23.9.18)	ON SCHEDULE	Sites created after 23.9.18 have to comply by 23.9.19.
Wish Ward – land adj no. 7	Re-build wall	Spring 2019	BEHIND SCHEDULE	

RYE TOWN STEWARD SERVICE

There are a number of reasons why this is an appropriate time to review the Town Steward Service and to consider how the Council would like it to develop:

- A number of large items of expenditure are in this year's budget (replacement vehicle, new workshop and base) or are planned for next year's (ride on mower).
- The operational consequences of not having filled the Assistant Town Steward post this year.
- This is the second year of RTC cutting the Parish's urban verges on behalf of ESCC.

Although the Town Hall Keeper is undertaking repairs at the Town Hall – and is about to start working with Nicky in the public realm one day a week – the Steward is struggling to keep up with the workload during the current growing season. RTC delayed attempting to recruit a new Assistant Town Steward because it was looking like one of our previous Assistants would return; however, this did not work out because a part-time job he applied for elsewhere quickly morphed into a full-time post.

On safety, well-being and operational grounds, RTC needs to ensure that it recruits – and retains – a suitable Assistant for next year.

The Town Steward post (which continues to attract favourable comments from parishioners) was established originally to make up for reductions in the quality of the services provided by ESCC and RDC (as a result of Government funding cuts). Since then we have helped local festivals, undertaken work in other parishes and, from April 2018, we cut ESCC's Rye urban verges (we are the only parish to do this in Rother and one of a handful in East Sussex). The number of cuts we undertake is above our contractual requirement (we cut when cutting is required).

In the winter, the Steward tends to focus on decorating the Town Hall.

From a financial planning perspective, it would be helpful to have a steer from the Council on how it sees the service developing. A key resourcing consideration is whether it is envisaged that urban verge cutting will remain in-house for the foreseeable future.