

To ALL MEMBERS OF THE TOWN COUNCIL

You are hereby summoned to attend a Meeting of **Rye Town Council** to be held on **Monday 24 August 2020** at **6.30pm**, via the Zoom video conferencing platform, by clicking on the link following:

<https://zoom.us/j/99696983146?pwd=SIVQNnBiNGJzSVFuRlhzeTZ3RmoxUT09>

when it is proposed to transact the business set out below:

Host Richard Farhall, Town Clerk
Co-Host Jessica Neame, Deputy Town Clerk
Chairman/Mayor Councillor Michael Boyd, Speaker of the Cinque Ports

1 APOLOGIES

To accept any apologies for absence.

2 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.

3 COUNCIL MINUTES

To approve and to authorise the Chairman to sign the Minutes of the meeting held on 23 March 2020 (C18).

The Mayor to adjourn the meeting for up to 15 minutes for questions/contributions from members of the public.

4 ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN (AGAR) 2019-20 AND ANNUAL ACCOUNTS 2019-20

- To:
- (a) Receive and consider the annual [*non COVID-19*] Risk Assessments (2020).
 - (b) Receive and consider the reports of the Internal Auditor, Angela Alexander (report dated 17.8.20) and the Annual Internal Audit Report 2019-20 (within the AGAR).
 - (c) Receive and consider the Review of Internal Controls 2020.
 - (d) Receive and consider the updated Summary of Main Day-to-Day Financial Controls (as at 1.4.20).
 - (e) Consider and approve the Annual Governance Statement 2019-20 (Section 1 of the AGAR).
 - (f) Consider and approve the (Consolidated) Town Council Accounts for 2019-20.
 - (g) Consider and approve the Annual Accounting Statements 2019-20 (Section 2 of the AGAR).
 - (h) Consider re-appointing the Internal Auditor, Angela Alexander (*budget provision 2020-21: £340*).
 - (i) Approve the Internal Auditor's Terms of Reference for 2020-21.

(j) Approve the draft Internal Audit Plan 2020-21.

Clerk

5 COUNCIL AND COMMITTEE MEETINGS

To consider whether to resume the agreed Timetable of Meetings 2020-21, conducting meetings via Zoom until such time as it is considered safe to meet 'in person'.

Clerk

6 COVID-19

To record the Council's gratitude to Rye Mutual Aid, Rye Food Bank and other local voluntary organisations - and individuals - who have worked tirelessly to help others during the 'acute stage' of the pandemic.

Mayor

7 LAND AT STRAND QUAY

To consider the Environment Agency's request for the Town Council's view on the use of its land by visiting motorcyclists.

Clerk

8 MAYORALTY

To note that The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020 allowed councils to postpone the annual election of a Chairman/Mayor from May 2020 to May 2021 – or some earlier date – and to agree when the next Mayor (and Deputy Mayor) should be appointed.

Clerk

Note Consideration of the two agenda items following is dependent upon Members' agreement under item 8.

9 MAYOR 2020-21

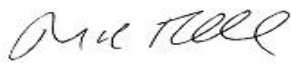
To appoint a Chairman/Mayor for the remainder of 2020-21.

10 DEPUTY MAYOR 2020-21

To appoint a Deputy Chairman/Deputy Mayor for the remainder of 2020-21.

Supporting/Associated documents distributed with this agenda

3 Council Minutes (C18) **5** Timetable of Meetings 2020-21 **4a)** Risk Assessments
4b) Internal Audit Reports **4c)** Review of Internal Controls **4d)** Summary of Main Day-to-Day Controls **4e)** Annual Governance Statement **4f)** Consolidated Accounts 2019-20
4g) Annual Accounting Statements **4i)** Terms of Reference **4j)** Audit Plan **5** Timetable of Meetings **7** Letter from Alan Cansdale, 13.8.20



17 August 2020

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