

**Minutes of a Meeting of the Town Council held via Zoom on
Monday 25 January 2021**

PRESENT Councillors David Amphill, David Bookless, Michael Boyd, John Breeds, Jonathan Breeds, Cheryl Creaser, Rebekah Gilbert (**Mayor** – Speaker of the Cinque Ports), Chris Hoggart, Pat Hughes, Jo Kirkham, Ian Potter, Andi Rivett (**Deputy Mayor**), Shaun Rogers, Andy Stuart

IN ATTENDANCE Richard Farhall - Town Clerk (Host); Jessica Neame – Deputy Town Clerk (Co-Host); The Reverend Fiona Gill; Rother District Cllr Howard Norton; Rye County Councillor – Keith Glazier; Colonel Anthony Kimber – RNP Co-ordinator; PCSO Orla Lindsay; Sara Nixon; Martin Blincow; Catherine Simmons; 1 (other) member of the public.

The meeting commenced at 6.30pm.

58 PRAYERS

Prayers were said by the Minister of Rye Baptist Church, The Reverend Fiona Gill.

59 APOLOGIES

It was noted that District Councillor Gennette Stevens was unable to be present.

60 CODE OF CONDUCT

Cllr Stuart 62a) Wife is a Director of the applicant organisation

61 MINUTES

RESOLVED To approve, as an accurate record, the Minutes of the Council meetings held on 18 January 2021 (C7 & C8).

*The Mayor adjourned the meeting for a Mayoral Update; the Reports of the County and District Councillors; an introduction from PCSO Orla Lindsay – and Public Questions/Contributions. (See **APPENDIX A**).*

The meeting reconvened.

62 GRANT APPLICATIONS

The Clerk advised that if the £3,500 given to RMA was excluded (and considered to have been funded from the General Reserve), the total Grants Fund balance available up to 31.3.21 was £4,492.

Music Well CIC Members were invited to consider whether to release the balance (25% - £600) of the grant applied for last year.

**RESOLVED To release the balance of the original sum applied for – £600.
Clerk**

Rye Cricket Club £500 towards a replacement artificial wicket.

The Clerk advised that an individual (who wished to remain anonymous) had offered to gift £500 to RTC so that it could grant an equivalent sum to the Club.

RESOLVED To accept the gift and award the Club the £500 it had requested.
Clerk

Rye & District Chamber of Commerce £450 towards Rye Blooms 2021.

RESOLVED (unanimous) To award the £450 requested. Clerk

SE Communities Rail Partnership CIC £500 towards a way finder finger post in the John Ryan Memorial Garden.

Comments included: the proposal would not provide as much value as, for example, Rye Blooms; who would maintain the finger post?; the existing information panels could be updated instead; the area outside the Station should be surveyed again.

RESOLVED To ask the applicant to review the proposal. Clerk

63 RYE ART GALLERY

Council was asked to consider the trustees' recommendation that Julian Day be appointed as the 'Town Council appointee' trustee.

Comments included: successive RTC 'non-Councillor' RTC appointees, recommended by the trustees, had failed to provide RTC with any updates/reports; the charity's governing document requires RTC representation because the Gallery exists for the benefit of the town; RTC had, effectively, lost contact with RAG.

It was agreed generally that RTC should 'reinstate' one of its Members as the RTC appointee on the Board of Trustees.

RESOLVED To appoint Cllr Boyd. Clerk

64 CUPOLA

Members were asked to consider rescinding the decision, taken at the previous meeting, to appoint an independent surveyor.

Members noted that one of the project managers, Doug Rigby had written to explain that he and Deborah Gardner had, between them, more than sufficient relevant experience to ensure that the restoration of the cupola would be executed to the required standard.

The Clerk added that, depending on what was uncovered during the course of the work, it might be necessary to appoint a structural engineer.

RESOLVED To rescind the decision to appoint an independent surveyor.

65 ANNUAL TOWN MEETING 2021

Members noted that, although there appears to be no supporting regulation, SSALC has suggested that it is permissible to hold annual parish/town meetings online.

Members were asked to consider whether the ATM scheduled for 3 March should be held online – or held online on some other date prior to 1 June (the last date by which a council must arrange a meeting on behalf of local electors).

The Clerk added that if a council fails to arrange a parish meeting/assembly between 1 March and 1 June there is no legal sanction that could be applied.

Given the ongoing uncertainty associated with the progress/control of the pandemic, the Clerk suggested that RTC waits until May before deciding whether the ATM will need to be held online.

Comments included: it is difficult to see how holding an 'in person' ATM would be permitted – or a responsible thing to do – before May; it would be practically difficult to conduct a Zoom ATM with around 100 participants – and RTC should wait until such time as it is possible to hold an 'in person' ATM safely.

RESOLVED To consider further, in May, how/when to hold the 2021 ATM.
Clerk

66 DRAFT BUDGET & PRECEPT 2021-22

Draft Budget 2021-22

Cllr Hughes reminded Members of her interest – that she is an employee of an organisation that receives an annual grant from RTC.

The Clerk confirmed that, in accordance with the decision made at the last meeting, he had adjusted the Draft so that the RTC Band D Council Tax would be the same as 2020-21.

This had meant that the total proposed precept had decreased by £4,745, which had been achieved by reducing proposed expenditure (which had a greater level of certainty associated with it than attempting to raise forecast 'non precept' income).

The Clerk confirmed that a total precept reduction is necessary to achieve a 'frozen' Band D charge because the Council Tax base for 2021-22 is lower than 2020-21 (As a result of there being more applications to RDC for Council Tax support and a higher level of forecast defaults.)

Responding to Cllr Potter's query, the Clerk advised Members that RTC receives advice and subsidised training opportunities from SSALC - and that NALC lobbies Government on local councils' behalf.

RESOLVED To adopt the (amended) Draft Budget 2021-22 (APPENDIX B).
Clerk

Precept 2021-22

RESOLVED That the precept for 2021-22 shall be £173,176.

Clerk

The meeting ended at 8.13pm.

Date Chairman

ADJOURNMENT

a) Mayoral Update

Cllr Gilbert thanked Colonel Kimber and the office of Sally Ann-Hart MP for their work on the roll-out of COVID vaccines and accessibility. She was awaiting responses to 3 letters to the Clinical Commissioning Group (CCG)..

Since the last Council meeting, Zoom meetings she had participated in included: the Confederation of the Cinque Ports (which agreed with her suggestion that no membership fee should be levied this year – and to explore how member towns could support/promote each others' local economies); Rother Voluntary Action - Covid response in rural Rother; the East Sussex Visitor Economy team - jobs and apprenticeships; DWP – mentoring younger people looking for work.

Upcoming online meetings/events include: the Rural Services Network – apprenticeships; SSALC – refresher training; RDC – EV charging points in Rye.

b) Reports of the Rye District Councillors

Cllr Howard Norton

The Community Grants Panel had recommended (to Cabinet) the acceptance of the following funding applications:

Rye & District Chamber of Commerce – Rye Blooms 2021	£1,500
Rye Cricket Club – artificial wicket	£1,700
Rye HC CIO – equipment	£4,000

Progress on establishing Bexhill Town Council was continuing, with a precept being agreed. However, it is not yet certain that [any] elections will take place in May. The formation of the new council will allow RDC to be more of a 'strategic' council.

There is to be a full review of Planning – with the aim of improving the service it provides.

A £750,000 deficit is forecast for 2020-21. Some services will need to be cut and it is likely that Council Tax will increase.

RDC's housing company, Alliance Homes (Rother) Ltd is hoping to provide 400 social/affordable homes by 2023.

The Rother District has the lowest average wage in the county – and this had lead to the setting up of a Poverty Action Group.

Cllr Hoggart *Will the public be consulted during the review of Planning?*

Cllr Norton I would have thought so.

Cllr Rivett *Where might any service cuts be made?*

Cllr Norton This won't be considered until the Draft Budget for 2021-22 is put to Members.

Cllr Creaser *Will RDC definitely increase its share of the Council Tax?*

Cllr Norton Probably.

Cllr Creaser This is to be regretted – people are paying more but receiving less. The pandemic has reduced incomes and there are significant levels of poverty in Rye.

Cllr Norton This is undeniable – however, it is likely that every principal authority in the country will be looking to raise Council Tax.

Colonel Kimber *Given RDC's difficulty in identifying its housing supply target – and the recent suggestion that this might impact Neighbourhood Plans – should RDC Members be reminded that NPs remain valid?*

Cllr Norton Yes.

c) Report of the County Councillor

COVID Transmission rates in Rother are falling – but the extreme pressure on hospitals remains. Please continue to follow Government guidance. All testing sites in the county are currently below capacity.

A number of pot holes in/around the High Street have been identified for repair within the next few weeks.

Next week's Cabinet meeting will be considering ESCC's 2021-22 Budget. County is not looking to make any major cuts and will be looking to invest more in Children's Services and Adult Social Care (ASC). The Government has again advised that up to 3% may be added to Council Tax for social care. The recommendation to Cabinet is a Council Tax increase of 3.5% (of which, 1.5% would be for social care only). This would equate to an additional cost to a Band D tax payer of £1 a week.

Rights of Way and Economic Development have been working closely with the developer on its application for a Stopping Up and Diversion Order at Rock Channel – which is in accordance with the planning consent it obtained. ESCC has no jurisdiction over private highways.

Cllr Creaser advised that she had reported a non-functioning street lamp at the junction of Winchelsea Road (A259T) and Harbour Road – but no action had been taken.

Cllr Glazier advised that if details could be passed to him he would forward them to Highways England's contractor.

Cllr Creaser responded that she would try to report it again.

Colonel Kimber reported that he had earlier had a long meeting with the CCG regarding the Covid vaccination programme in Rural Rother. Discussions are continuing around alternative sites to Etchingham and the transportation of vaccine. There may be options for more sites over the next few weeks. He had highlighted the importance of finding more: the population of Rural Rother is c30,000 (half of whom live in Rye & District).

Cllr Glazier advised that he is in regular contact with the CCG's CEO. Identifying vaccination sites is currently problematic because of the Pfizer vaccine's storage requirements and the ability/willingness of surgeries and pharmacies to come forward.

d) PCSO Orla Lindsay

The Mayor stated that PCSO had run out of time and had to leave the meeting. She would be invited to attend a future meeting.

e) Public Questions/Contributions

Colonel Kimber reported that he is continuing to press for alternatives to the long trip from Rye to Etchingham for a Covid jab. He had received reports of people not being able to find Etchingham Village Hall.

To date, communications between those charged with rolling out the vaccine and the general public had been inadequate. He now had direct contact with the person responsible for communications within the CCG and was happy to pass on concerns.

Travel time and transport options are big issues for Rye residents. In many cases, it would be easier for them to travel to Hastings or Lydd.

Both Rye GP surgeries were unable to sign up to the 'Enhanced Scheme' (necessary to deliver the Pfizer vaccine).

Those with dementia will have difficulty getting to Etchingham – and there have been reports of relatives driving long distances in order to take people there.

Cllr Hughes reported that the operation at Etchingham is very well organised – with the staff/volunteers being very helpful and accommodating. The Pfizer vaccine is delivered in batches of 975 doses and, when thawed, last 3-5 days.

RDCT transports residents (including those with dementia) to/from the centre via a scenic route – which they appear to enjoy.

Cllr Kirkham reported that her experience of her recent attendance at the Centre had been superb.

Item 62 Grant Applications

The Mayor asked the applicants present if they wished to say anything, prior to their applications being considered formally.

SE Communities Rail Partnership CIC Catherine Simmons (CS) advised that she had been working on the Marsh Link line for some time. Although it had been difficult to take forward any initiatives over the last year she had wanted to tidy up the John Ryan Memorial Garden. There were no volunteers available so she commissioned a local gardener. She had ordered finger posts for Doleham and Winchelsea that signed local attractions – including the 1066 Walk. She would like to work with RTC on the positioning of such a post in Rye. The Garden would be a cheaper and simpler location because the installation would be in soil – and no licence would be required from East Sussex Highways).

Comments from Members included: most visitors exiting the Railway Station head in the direction of St Mary's and might fail to notice the finger post if it was sited in the Garden; RDC declined to fund signage from the Station to the 1066 Walk start point; the information panel outside the Station could be enhanced instead (and minimise 'signage clutter').

Sara Nixon (SN) observed that people exiting the Station who wish to cross the road, turn right towards the zebra crossing, taking them past the Garden.

CS advised that she had considered applying for funding from the Rother Community Grants Fund – however, she did not have sufficient supporting information by the deadline for the current round.

CS stated that she would be happy to survey the area again, bearing in mind that rail funding would be forthcoming only if the improvement proposed was 'in the vicinity' of the Station.

Rye Cricket Club Martin Blincow (MB) advised that the current artificial wicket dates from 1983. Despite repairs, it is falling apart. It is used in conjunction with a mobile net in the evening – and no charge is payable to RDC for this. The Club would like to see more schools using this facility FOC.

Rye & District Chamber of Commerce SN advised that the Chamber is looking to make Rye more attractive as the current lockdown eases – in order to attract visitors and improve the well being of residents. The EF Benson Society will sponsor a display and, hopefully, schools will get involved. She had not yet approached Rye Community Garden.

Recalling the (former) Rye in Bloom charity's active years, Cllr Lord Amphill observed that the participation of shops and other businesses would be essential to make an impact.

SN responded that Chamber membership had increased recently and she anticipated that each would spend an average of £25. Businesses are desperate for customers to return to the town. A 'Re-opening High Street Safely' video has been produced and a second is planned.

Rye Blooms will have no competitive element and, hopefully, will be repeated in future years.

RYE TOWN COUNCIL

BUDGET 2021-22 C9

APPENDIX B

INCOME	Budget 2020-21	Actual to 29.12.20	Forecast to 31.3.21	Estimate 2021-22	note
Asset disposals	0	0	0	0	
Ceremonies	17,028	8,851	9,500	12,000	1
Cottage (rent)	13,800	10,350	13,800	13,984	2
Discounted accommodation (rent)	7,800	5,200	7,800	7,930	3
Ferry Road Nursery	260	260	260	260	4
Freda Gardham Field	500	250	500	500	5
Gifts & Donations	0	906	7,706	0	6
Heritage Centre	0	1	1	1	7
Interest	400	832	964	600	
Mayor's Allowance/Mayor Making <i>Precept (2020-21) 2021-22</i>	0 177,347	0 177,347	N/A 177,347	0 173,176	8 9
Reproduction rights	0	0	0	0	10
Sales (RIP)	24,000	5,827	6,250	10,000	11
Town Hall Hire (General)	350	0	0	100	12
Town Steward Services	875	513	603	1,442	13
Uncategorised income	0	0	0	0	14
Income	242,360	210,337	224,731	219,993	
EXPENDITURE	Budget 2020-21	Actual to 29.12.20	Forecast to 31.3.21	Estimate 2021-22	note
Access	500	295	295	325	15
Accountancy Fees	3,575	2,850	3,400	3,500	16
Advertising & Publicity	1,200	800	6,450	1,000	17
Alarms	225	213	316	330	18
Asset valuations	500	0	0	0	19
Audit	940	1,335	1,335	865	20
Ceremonies	2,225	0	0	1,262	21
Civic Fund	750	40	130	500	22
Cleaning	950	1,299	1,500	1,400	23
Credit card/Bank charges	950	275	400	600	24
Discounted Accommodation	9,769	8,134	9,000	9,769	25
Elections	1,500	0	0	1,500	26
Ghost Tours	0	384	384	650	27
Grants					
General	0	5,580	6,180	5,000	28
Community Transport	2,000	2,000	2,000	2,000	29
Christmas Festival	4,000	0	0	4,000	30
Grounds Maintenance	1,000	650	750	0	31
Health & Safety	750	738	850	500	32
Heritage Centre Repairs (fabric)	1,500	1,887	2,250	2,000	33
Highways Fund	0	0	0	0	34
Hospitality & refreshments	150	0	0	150	35
Office refreshments	55	18	25	55	
HR expenses	500	0	0	500	36

Insurance	4,250	0	0	3,600	37
IT hardware & software	1,000	836	1,000	1,500	38
Light & Heat	3,400	1,570	2,000	2,850	39
Mayor's Allowance	2,975	50	250	1,500	40
Membership fees	2,894	1,974	2,024	2,483	41
Neighbourhood Planning	0	45	45	0	42
New Business Support	0	0	0	0	43
Office Equipment	1,000	638	900	1,500	44
Payroll expenses	138,681	105,382	140,681	141,493	45
Postage	300	6	50	250	46
Printing costs	1,450	116	850	1,400	47
Professional Fees	1,000	607	750	1,000	48
Pubs	75	120	120	75	49
Rates	0	0	0	0	50
Robes & Regalia	1,000	392	392	950	51
Skatepark	6,000	69	69	1,505	52
Speakership (2020-21)	750	0	0	0	53
Stat/Sundry items	1,500	271	600	1,250	54
Stock	10,000	1,168	2,000	5,000	55
Street Furniture	0	326	1,126	0	56
Telephone/Internet	1,500	1,210	1,700	1,600	57
Town Hall Cottage	2,000	54	54	2,500	58
Town Hall Repairs & Renewals	8,000	550	4,500	2,831	59
Town Steward	16,820	12,016	16,500	8,685	60
Training	250	99	249	250	
Travel Expenses	250	0	0	250	
Unallocated	1,501	0	250	0	
Water	975	856	856	975	61
Web site	1,500	140	140	640	62
Winter maintenance	250	0	250	0	63
Expenditure	242,360	154,993	212,621	219,993	
Surplus/Deficit(-)	0	55,344	12,110	0	

- NOTES** *General* (a) As @ 30.11.20 RPI was 0.9% and CPI 0.3%. (Both are expected to rise during 2021-22.)
- (b) The dynamic restrictions associated with the COVID-19 pandemic have resulted in substantially lower than forecast weddings/ceremonies receipts and RIP sales during 2020-21. A significant number of weddings have been (and continue to be) postponed. The nature of coronavirus is that it is very difficult to forecast trading receipts. Therefore, a somewhat 'pessimistic' to revenue planning approach is merited for 2021-22.
- (c) Because there are more households claiming Council Tax Support - or being unable/unwilling to pay Council Tax - **RTC's tax base is lower in 2021-22**. This means that, even if RTC's precept was frozen, (active) Council Tax payers would pay more because there are fewer of them to share the total charge.
- (d) There is no provision in this draft for the proposed Pugwash sculpture - to be discussed further.
- 1 *Notes* An increasing number of couples are postponing their ceremonies until 2022 in an attempt to escape the cycle of lockdown restrictions on ceremonies (and receptions) that has been evident throughout most of 2020-21. Members are reminded that they opted to tax' the Town Hall from 1.1.21 - and that they agreed that RTC would absorb a proportion of the increased cost to help to mitigate the burden of the VAT on couples in the first year (1.1.21-31.12.21). This equates to an average loss to RDC of £37.50

- per ceremony.
- 2 *Note* The rent (£1,150pcm) was frozen on the first anniversary of the current tenancy (1.8.20).
Estimate Includes provision for RPI increase (as provided for within the Tenancy Agreement) from 1.8.21. Assumed level of RPI: 2%.
- 3 *Notes* The current tenant is on their third 1-year tenancy agreement. The rent has been frozen at £650pcm since the initial tenancy. Harris & Rigby has advised that the current market rent of the property is £850-£875pcm. Using the lowest estimate (£850), the current rent paid by RTC's tenant is 76% of the market rent. The current annual rent received (£7,800) is only just above the Council's annual loan repayment (£7,769).
Estimate Includes provision for RPI increase (as provided for within the Tenancy Agreement) from 1.8.21. Assumed level of RPI: 2%.
- 4 *Note* Ground rent.
Next rent increase is due 19.10.25 (£312pa).
- 5 *Note* Next rent review: Feb 2025.
Actual/Forecast Council agreed to a 'COVID-19' 50% rent reduction.
Estimate Rent was frozen at £500pcm in February 2020.
Note Forecast Earmarked Reserve: £1,000.
- 6 *Forecast*
- | | |
|--|--------------|
| Landgate Clock Appeal (private donations) | 100 |
| Litter bin at Cooper Rd footbridge (VP Estate Ltd) | 391 |
| Litter bin at St Marys (Friends of St Marys) | 270 |
| Treework at Cooper Rd footbridge (VP Estate Ltd) | 145 |
| John Izod bench (Cllr Hughes) | 800 |
| Re-opening High Streets Funds (via RDC) | 6,000 |
| | <u>7,706</u> |
- 7 *Note* The annual rent payable by the Rye HC CIO.
- 8 *Note* In a 'non-COVID year' any receipts (typically Mayor Making Luncheon payments) are offset against the Mayoral Allowance.
- 9 *Notes*
- (a) The current (2020-21) RTC Band D Council Tax is £91.88pa (£1.77pw) - based on a Council Tax base of 1,930.20
 - (b) Parish/Town Councils will (again) not be subjected to the Excessive Council Tax Referendum Regulations in 2020-21
 - (c) On 18.1.21 Members requested that the Draft Budget be re-drafted so as to freeze the Council Tax for a band D tax payer. The effect of this is to reduce the proposed precept of £177,921 by £4,745 - to £173,176.
- Estimate* Based on the confirmed (adjusted) Rye 2021-22 Council Tax base of 1,884.80 the proposed precept of £173,176 produces a RTC Band D Council Tax of **£91.88pa (£1.77pw) - the same as 2020-21.**
- 10 *Note* The current policy is to seek at least £100 from commercial concerns wishing to reproduce images of Council-owned artefacts. However, for low print run publications the Council typically grants consent subject to it being credited and provides with a gratis copy.
- 11 *Budget* A 'pre-COVID' estimate based on 25% of the HC's average total annual sales over the previous 3 years.
Actual The pandemic has limited greatly opening times - as well as the number of visitors/customers permitted on the premises at any one time.
Forecast Assumption that the RIP (classified as a 'non-essential service') will not open for in-person visits until 1.3.21.
Estimate Assumption that Rye could be in Tiers 2-4 until the end of Spring 2021 - and that basic social distancing measures, face covering wearing etc will remain in place until Spring 2022.

- 12** *Note* In a 'normal year', the Mayor is allowed to grant up to 12 free lets a year to charities (and similar).
Actual/Forecast Non-ceremony bookings were/have been cancelled - and no bookings are being accepted for events planned before the summer. Provisional bookings are being taken for events scheduled to take place after 1 .6.21; however, ceremonies are taking priority because of the backlog of postponed ceremonies (and the policy of allowing no more than one ceremony a day (to facilitate thorough cleaning between ceremonies)).
- 13** *Note* Includes income derived from the Town Steward mowing urban verges on behalf of ESCC; mowing the Love Lane allotments and undertaking tasks for other parish councils (eg painting adopted telephone kiosks).
Actual Sum received from ESCC for cutting urban verges.
Estimate Includes £90 due from Rye Amenity CIC for grass cutting at the Love Lane Allotments 2020-21.
- | | | |
|-----------------|-----------------------------|-------|
| <i>Forecast</i> | ESCC urban grass cutting | 513 |
| | Rye Amenity CIC | 300 |
| | Staplecross K6 kiosk refurb | 629 |
| | | 1,442 |
- 14** *Note* Known previously as 'Miscellaneous'.
- 15** *Actual/Forecast* Annual LOLER test and service of stairclimber.
Note Forecast Earmarked Reserve: £323.
- 16** *Note* Includes preparation of the Annual Accounts, payroll, bookkeeping advice etc.
- 17** *Note* Excludes weddings/ceremonies.
Budget Included £700 for Rye Maps.
Actual Comprises 'Re-opening High Streets' expenditure (to be reimbursed by RDC).
Forecast Assumes all the Re-opening High Streets provision (£6,000) has been spent and an estimated payment of £250 for a presence in the online Rye Bay Guide (2021 on) - and £200 expenditure on producing more Rye Maps.
- 18** *Estimate* Comprises two intruder and fire alarm inspections plus annual monitoring fee.
- 19** *Note* Forecast Earmarked Reserve - £3,000.
- 20** *Actual/Forecast* The Flat Mouth proceeds pushed RTC into a higher charge band for the 2019-20 financial year.
- | | | |
|-----------------|----------------|------|
| <i>Estimate</i> | External audit | £600 |
| | Internal audit | £265 |
| | | £865 |
- 21** *Note* Includes ceremonies/weddings licence fee renewal and advertising & publicity.
Estimate Includes provision for ESCC ceremonies brochure (£295), one-third (£717) of estimated licence renewal in 2023 - and East Sussex ceremonies web site (£250).
Note Forecast Earmarked Reserve (Ceremonies Licence): £1,372.
- 22** *Note* Typical civic fund expense items: wreaths, refreshments for civic functions, Confederation events travel, Cinque Ports volunteers, hot pennies, ATM refreshments, flags, Hon Freeman/women scrolls.
Actual Remembrance wreaths x 2.
Forecast Includes £90 For Chris Emson scroll.
- 23** *Note* Includes the cost of waste collection from the Town Hall.
Actual/Forecast Even though staff have not attended the Town Hall as often during 2021-22, the higher level of cleaning has resulted in increased costs - particularly early in the year when there was a shortage of certain products (and prices rocketed).
- 24** *Note* RIP sales generate credit card charges.
- 25** *Note* £1,750 of the £2,000 annual scheme precepted sum is allocated to maintenance.
Forecast Includes £600 for ceiling repairs.
- | | | |
|-----------------|---|----------|
| <i>Estimate</i> | Loan repayment (payable in two instalments) | 7,769.06 |
| | Agreed annual scheme contribution (precepted) | 2,000.00 |
| | | 9,769.06 |
- Note* Forecast Earmarked Reserve (Capital Fund - 97 South Undercliff): £1,150.

- 26 *Notes* Assumes no bye-election before 31.3.21.
Next full Town Council Election: May 2023.
Forecast Earmarked Reserve:
£4,438.
- 27 *Note* Fee paid to tour leader. Total receipts included within 'Sales (RIP)'.
- | | | | |
|----|---------------|--|-------|
| 28 | <i>Actual</i> | Music Well CIC | 1,800 |
| | | RMA | 3,500 |
| | | Rye Partnership (DWP outreach - TGCC hire) | 280 |
| | | | 5,580 |
- Forecast* Assumes balance (£600) of Music Well grant released and no new applications (received)
Note Forecast Earmarked Reserve: £392.
- 29 *Note* Subsidises the 326 service.
- 30 *Actual/Forecast* Restricted activities/events this year. RDC contributed £1,500.
Estimate The Festival's insurance costs have increased and light dispays need to be replaced.
Note Forecast Earmarked Reserve: £4,000.
- 31 *Notes* Mostly comprises the cost of plants, compost etc for the TH - but also land adj 7 Wish Ward, Wish Ward Pump and Rye Hill-Military Road verge.
The wall at 7 Wish Ward needs to be re-built.
Actual/Forecast Includes £550 fro removal of the willow step pressing against the Cooper Road footbridge (£145 of which was funded by Valley Park Estate Ltd).
Note Forecast Earmarked Reserve: £2,931.
- 32 *Actual* Includes COVID-related expenditure - sneeze screens, sanitiser dispensers etc.
- 33 *Actual* Includes electrical inspection and saftey improvements (£1,827).
Estimate Repairs are needed to the weatherboarding.
Note Forecast Earmarked Reserve: £1,940.
- 34 *Notes* Forecast Earmarked Reserve: £6,733.
If necessary, the reserve can be used to fund a Portable SID - and provide a contribution towards gateways.
- 35 *Note* Refreshments for Mayor Making, Remembrance etc.
- 36 *Notes* Includes HR advice and recruitment costs.
Forecast Earmarked Reserve: £500.
- 37 *Notes* The policy includes the TH, TH Cottage, HC (building) and 97 South Undercliff.
The provision for the Town Steward's vehicle and ride-on mower is included in the Town Steward account. The 3-year discounted policy expires 31.3.21.
Actual/Forecast 2020-21 premium £3,488) paid in previous finacial year.
- 38 *Actual/Forecast* Includes MS Office licences, EPOS support licence, networking support, anti-virus, web cams and speakers.
Estimate Under data protection regulations all Councillors should have their own RTC email address. The current cost of doing this is £729pa. However, at the same time as replacing the web site a cheaper option is being explored. Currently, Cllr Gilbert is the only Member with a RTC email address.
Note Forecast Earmarked Reserve: £260.
- 39 *Actual/Forecast* Occupancy of the Town Hall has been significantly reduced at various times during the year.
- 40 *Notes* Financial year and Mayoral year not concurrent and expenditure offset by (any) Mayor Making receipts. A 'second term' Mayor may have monies available from the preceding year. It has become increasingly common for Mayors not to claim their full allowance and then to donate the balance to local charities. Strictly speaking this is not a permitted use of the allowance (intended to defray the expenses incurred whilst carrying out the duties of the office). Given the Council low General Reserve level, Cllr Boyd (May 2018-Aug 2020) elected to 'release' the balance of his Mayoral Allowance back into the General Reserve.

Balance available currently to Cllr Gilbert (election until 31.3.21): £1,735.

Actual Engraving of Past Mayor Badge.

Estimate Assumes that COVID-related measures will continue to limit Mayoral invitations/engagements during part of 2021.

Note Forecast Earmarked Reserve: £1,485.

41	<i>Actual/</i>	Confederation of the Cinque Ports (sub suspended)	£0
	<i>Forecast</i>	Rother Association of Local Councils	£45
		Society of Local Council Clerks	£289
		East Sussex Association of Local Councils	£1,187
		National Association of Local Councils	£258
		Information Commissioner	£35
		Ancient & Honorable Guild of Town Criers (Blumel)	£35
		Loyal Company of Town Criers (Goring)	£40
		Parish Online - digital mapping (via RALC)	£45
		Zoom (from July 2020)	£90
			<u>£2,024</u>
	<i>Estimate</i>	Confederation of the Cinque Ports	£250
		Rother Association of Local Councils	£45
		Society of Local Council Clerks	£295
		East Sussex Association of Local Councils	£1,246
		National Association of Local Councils	£272
		Information Commissioner	£35
		Ancient & Honorable Guild of Town Criers (Blumel)	£35
		Loyal Company of Town Criers (Goring)	£40
		Parish Online - digital mapping (via RALC)	£45
		Zoom (assuming April 21-March 22)	£120
		1066 Country & Tourism SE (bronze level)	£100
			<u>£2,483</u>
42	<i>Note</i>	Forecast Earmarked Reserve: £0. (Balance vired to General Reserve last year.)	
43	<i>Note</i>	Forecast Earmarked Reserve: £4,000.	
44	<i>Actual/Forecast</i>	Comprises principally the cost of leasing the photocopier. <i>Note</i> Forecast Earmarked Reserve: £100.	
45	Confidential Note		
46	<i>Note</i>	Includes provision for posting guides.	
47	<i>Note</i>	Includes photocopier copy charge and ATM flyer (via Fixtures). <i>Forecast</i> Includes provision for ATM flyer (even if the meeting needs to be held online).	
48	<i>Note</i>	Provision for advice/consultancy other than accountancy and HR. <i>Actual</i> Principally the cost of drafting the HC CIO lease and Model Bill of Sale.	
49	<i>Note</i>	Principally reference books. <i>Actual/Forecast</i> Discounted purchase of <i>Local Councils Admin</i> (12th ed).	
50	<i>Note</i>	Having let the HC, the TH now qualifies for 100% small business rates relief.	
51	<i>Budget</i>	Included £900 towards the purchase of 3 Past Mayor Badges - estimated cost: £1,800. (There is none left in stock - the last was presented to Cllr Boyd.) <i>Actual/Forecast</i> Includes repairs to the Mayor's Badge and purchase of 25 Hon Freeman Badges. <i>Note</i> Forecast Earmarked Reserve: £1,499.	
52	<i>Notes</i>	Equipment last resurfaced 2018-19. Base needs to be resurfaced (not done since it was installed 20 years ago). Est cost: £7,750.00 Forecast Earmarked Reserve: £9,376.	

- 53** *Notes* The Speakership of the Confederation of the Cinque Ports transfers to New Romney 21.5.21. It is doubtful that a Rye Speakers Day will be possible before transfer.
Forecast Earmarked Reserve:
£1,500.
- 54** *Note* Includes provision for RIP consumables (eg paper bags).
- 55** *Estimate* 50% of the forecast RIP sales 2021-22.
- 56** *Actual* Litter bin at Cooper Road footbridge (funded by Valley Park Estate Ltd).
Forecast Includes John Izod bench (funded by Cllr Hughes).
Forecast Earmarked Reserve:
£1,254.
- 57** *Actual/Forecast* Includes additional cost of TH landline diversion to Clerk & Dep Clerk.
- 58** *Note* Forecast Earmarked Reserve: £1,801.
- 59** **Confidential Note**
- 60** *Note* Excludes salaries.
Actual Includes:
Two storage containers @ £173 per month.
Ride on mover (road legal) - £7,750 (to be funded from Capital Assets Reserve).
Vitara and ride-on mower insurance - £1,496.
Forecast Includes trailer for ride-on mower -
£3,500
Note Forecast Adj Earmarked Reserve: £6,863.
- | | | |
|-----------------|---------------------------------------|----------------|
| <i>Estimate</i> | Insurance (vehicle and ride-on-mower) | £1,575 |
| | Pick up truck to replace Vitara | £10,000 |
| | Storage containers (2) @ £180pcm | £2,160 |
| | Vehicle maintenance | £750 |
| | Vehicle & mower fuel | £1,500 |
| | Equipment/Signage | £750 |
| | Equipment maintenance | £500 |
| | Training | £250 |
| | PPE | £250 |
| | Materials/Cons | £950 |
| | | £18,685 |
- Note* Funded by:
- | | |
|--|----------------|
| Capital Assets Reserve (pick up truck) | £10,000 |
| Precept (2021-22) | £8,685 |
| | £18,685 |
- 61** *Actual* Discounted - and includes HC bill (£4) for March 2020.
Note Once a billing issued is resolved, installation of a meter will be taken forward.
- 62** *Note* Web site needs to comply fully with the Public Sector Body Accessibility Regulations 2018. Estimated cost of replacement: £1,500.
Actual/Forecast Primarily the cost of an access audit of current web site.
Note Forecast Earmarked Reserve: £1,360.
- 63** *Notes* Used principally to fund salt and replacement grit bins.
Forecast Replacement rock salt.
Note Forecast Earmarked Reserve: £897.

CAPITAL ASSETS RESERVE: SUMMARY OF PROPOSED EXPENDITURE (2020-2022)

		Opening balance	111,601
2020-21	Ride-on mower	7,750	
	Trailer	<u>3,500</u>	
		11,250	100,351
2021-22	Cupola (contribution)	25,000	
	Pick-up truck	<u>10,000</u>	
		35,000	<u>65,351</u>

RESERVES

	adj forecast as at 31.3.21	actual as at 31.3.20	actual as at 31.3.19
Earmarked	197,495	192,153	82,266
Gen	<u>18,544</u>	<u>11,776</u>	<u>10,168</u>
	<u>216,039</u>	<u>203,929</u>	<u>92,434</u>