

To ALL MEMBERS OF THE TOWN COUNCIL

You are hereby summoned to attend the Annual Meeting of **Rye Town Council** to be held on **TUESDAY 4 May 2021 at 6.30pm**.

The meeting will be held via the Zoom video conferencing platform. Members of the public wishing to attend should request the joining details by emailing townhall@ryetowncouncil.gov.uk no later than noon on the day of the meeting and provide their name and Zoom user name (if different – and if known).

It is proposed to transact the business set out below:

<i>Chairman/Mayor</i>	Councillor Rebekah Gilbert, Speaker of the Cinque Ports
<i>Host</i>	Richard Farhall, Town Clerk
<i>Co-Host</i>	Jessica Neame, Deputy Town Clerk

- 1 ELECTION OF MAYOR 2021-22**
To elect a Mayor for 2021-22.
Note Declaration of Acceptance of Office to be arranged at the earliest opportunity after the meeting.
- 2 APOLOGIES**
To accept any apologies for absence.
- 3 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.
- 4 ELECTION OF DEPUTY MAYOR 2021-22**
To elect a Deputy Mayor for 2021-22.
Note Declaration of Acceptance of Office to be arranged at the earliest opportunity after the meeting.
- 5 COUNCIL MINUTES**
To approve and to authorise the Chairman to sign the Minutes of the meeting held on 19 April 2021 (C13).
- 6 COMMITTEE MINUTES**
To receive and note the Minutes of the meetings of the Planning & Townscape Committee held on 6 April 2021 (PT12) and 19 April 2021 (PT13).
- 7 GRANT APPLICATION**
To consider a grant from the Music Well CIC for a grant of £2,500 towards re-establishing face-to-face music therapy/activities.
- 8 RESERVES**
To consider adopting the Draft Reserves policy.
Notes
 - a) The Accountability & Governance Practitioner's Guide requires a council to have adopted a reserves policy.
 - b) As at 1.4.21 RTC's (proposed) ideal General Reserve level was c£62,000 – however, the estimated level was c£18,500. **Clerk**
- 9 REMOTE MEETINGS**
To receive an update on the legal challenge and to agree a course of action. **Clerk**

10 RECORD OF ATTENDANCES

To receive and note the Record of Attendances for 2020-21 (*as at 19.4.21*).

11 MEETINGS START TIME

To review/confirm the usual start time of Council and committee meetings.

12 COMMITTEE FORMATION

To consider and agree the Committee formation for the coming year as follows:

- a) To confirm or amend the number and title of Committees.
- b) To determine the number and names of Members to each Committee.

Committees currently:

- i) *Planning & Townscape (11 seats)*
Councillors: Bookless, Boyd, Creaser, Fiddimore, Gilbert, Hoggart, Hughes, Rivett, Rogers, Stuart, Wood
- ii) *Personnel (6 seats)*
Councillors: John Breeds, Creaser, Gilbert, Potter, Rivett, Rogers.

Notes *It is suggested that the appointment of Committee Chairs and Vice-Chairs be left until the committees first meet.*
In May 2019 RTC resolved that the membership (including Chairmanship) of the Personnel Committee and HR Working Group should mirror each other.

13 TIMETABLE OF MEETINGS 2021-22

To consider adopting the Draft Timetable.

Clerk

Note *The draft assumes that the Planning & Townscape Committee continues (The Personnel Committee has met as and when necessary).*

14 COUNCIL REPRESENTATION TO ORGANISATIONS

To consider and approve the Council's representatives to the following organisations/committees:

Organisation/Committee	Representative
Chamber of Commerce	Rebekah Gilbert
Community Centre Association	Mike Boyd
East Sussex Association of Local Councils AGM (2 places – Councillors only)	Mayor, David Ampthill
East Sussex Community Rail Partnership	Andy Stuart
Fair Trade Steering Group	Jonathan Breeds
Ferry Road Nursery	Cheryl Creaser
Highways Forum (3 seats)	Mike Boyd, Chris Hoggart, Pat Hughes
Landgate [Arch] Action Group*	Mike Boyd, Andi Rivett; Clerk
Marsh Link Action Group	David Bookless
Rother Assoc of Local Councils (2 seats)	Clerk, Pat Hughes
Rother DC Liaison Group	David Ampthill, Mike Boyd, Chris Hoggart, Jo Kirkham, Sam Souster; Clerk
Rural Market Towns Group*	Rebekah Gilbert, Andy Stuart
Rye Art Gallery	Mike Boyd
Rye Emergency Action Community Team	Shaun Rogers
Rye Harbour Nature Reserve Management Committee	Andi Rivett
Rye Partnership Members' Meetings	Mike Boyd, John Breeds, Rebekah Gilbert
Sports Centre Advisory Committee	Sam Souster
Tree Warden	John Breeds [sub: Andi Rivett]

*Terms of Reference provided

15 FIXED TERM/DETERMINED REPRESENTATION

To note – or **appoint** to – the following fixed term or determined representations:

Organisation/Committee	Representative/s
Cinque Ports Confederation Standing Committee	The Mayor, Deputy Mayor, Clerk
Harbour of Rye Advisory Committee (HORAC)	Andi Rivett [Nov 2018- Nov 2021]
Rye Grammar School Exhibition Foundation Governors	Jo Kirkham, Ian Potter and the Mayor

16 WORKING GROUPS

To review the remit, membership and lifespan of the current working groups.

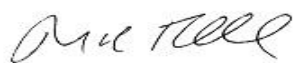
Note Membership does not have to be restricted to Town Councillors

Title	Remit	Membership
Discounted Accommodation	To progress the further provision of discounted rented accommodation, specifically for the benefit of Rye families	Mike Boyd, Jonathan Breeds, Cheryl Creaser, Rebekah Gilbert, Shaun Rogers
Heritage Centre	<i>To be determined</i>	Boyd, Creaser, Gilbert, Hoggart Rivett
Human Resources	Informal consideration of personnel matters	John Breeds, Cheryl Creaser, Rebekah Gilbert (Vice-Chairman), Ian Potter (Chairman), Andi Rivett, Shaun Rogers; Clerk
Parking Strategy Review	To review the provision of on- and off-street parking – particularly the likely/actual impact of the introduction of Civil Parking Enforcement	David Amphill, Rebekah Gilbert; Chamber of Commerce, Rye Business Forum; Conservation Society, Cllr Glazier, Cllr Stevens
Rye Neighbourhood Plan Steering Group	To develop a Neighbourhood Plan for Rye through to adoption (via referendum)	Mayor (Chairman), Jonathan Breeds, Cheryl Creaser, Pat Hughes, Shaun Rogers, Andy Stuart <i>Community members:</i> <i>Mike Eve, Bernardine Fiddimore [if willing], Anthony Kimber (Vice Chairman), Dan Lake, Richard Orchard, Frank Palmer, Burton Rosner</i> Clerk (advisor)

ROBES WILL NOT BE WORN

Supporting/Associated documents distributed with this agenda

5 Minutes 7 Application and Accounts 8 Draft Reserves policy
10 Record of Attendances 2020-21 13 Draft Meetings Timetable 2021-22 14 Terms of Ref



27 April 2021

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