

**Minutes of a Meeting of the Town Council held at the Town Hall, Rye, on Monday 26 June 2017**

**PRESENT** Councillors Sam Barnes, Mike Boyd (**Deputy Mayor**), John Breeds, Cheryl Creaser, Justin Erswell, Bernardine Fiddimore, Rebekah Gilbert, Charlie Harkness, Pat Hughes, Jo Kirkham, Andi Rivett, Shaun Rogers

**IN ATTENDANCE** Richard Farhall - Town Clerk; Paul Goring – Acting Town Sergeant; Rother District Councillor Lord Amphill; John Minter – Rye News; 1 member of the public

*The meeting commenced at 6.33pm and was chaired by the Deputy Mayor.*

**34 PRAYERS**

In the absence of the Mayor's Chaplain prayers were said by the Acting Town Sergeant.

**35 APOLOGIES**

Apologies for absence – and the reasons as lodged with the Clerk – were accepted from Cllrs Jonathan Breeds (**Mayor**), Ian Potter, Ray Prewer and Andy Stuart.

It was noted that Cllr Gennette Stevens was unable to attend.

*[Note Minutes 36-39 do not exist – being the result of a numbering error.]*

**40 CODE OF CONDUCT**

There were no disclosures of interest nor dispensation requests.

**41 MAYORAL ANNOUNCEMENTS**

There was none.

*The Deputy Mayor adjourned the meeting for the reports of the County and District Councillors – and Public Question Time (See **APPENDIX.**)*

**42 COUNCIL MINUTES**

**RESOLVED** To adopt, as an accurate record, the Minutes of the meeting held on 5 June 2017 (C3).

**43 COMMITTEE MINUTES**

**(a) Planning & Townscape**

**RESOLVED** To adopt the Minutes of the meetings of the Planning & Townscape Committee held on 8 May 2017 (PT01), 22 May 2017 (PT02), 5 June 2017 (PT03) and 19 June 2017 (PT04).

**(b) Policy, Resources & GP**

**RESOLVED** To adopt the Minutes of the meeting of the Policy, Resources & GP Committee held on 22 May 2017 (PR01).

44 **ANNUAL ACCOUNTS 2016-17 AND AUDIT**

**(a) Internal Audit**

Members considered the reports of the Internal Auditor, Angela Alexander (letter dated 18.6.17 and the Annual Internal Audit Report 2016-17). It was noted that a number of the observations raised had been incorporated into the Recommendations section of the Statement of Internal Control 2017.

**RESOLVED To receive and note the reports of the Internal Auditor, Angela Alexander (letter dated 18.6.17 and the Annual Internal Audit Report 2016-17).**

**(b) Statement of Internal Control 2017**

**RESOLVED To receive the Statement of Internal Control 2017 – and to adopt the recommendations contained therein.**

**(c) Summary of Main Day-to-Day Financial Controls**

**RESOLVED To receive and note the updated Summary of Main Day-to-Day Financial Controls (as at 19.6.17).**

**(d) Risk Assessments (2017)**

**RESOLVED To receive the Risk Assessment 2017 and adopt the proposed remedial courses of action.**

**(e) Terms of Reference**

**RESOLVED To approve the Internal Auditor's Terms of Reference for 2017-18.**

**(f) Draft Audit Plan 2017-18**

**RESOLVED To adopt the Draft Audit Plan 2017-18.**

**(g) Appointment of Internal Auditor**

**RESOLVED To re-appoint Angela Alexander.**

**(h) Annual Accounts 2016-17**

**RESOLVED To approve the (Consolidated) Town Council Accounts for 2016-17.**

**(i) Annual Governance Statements 2016-17**

Members considered the Annual Governance Statements 2016-17 (Section 1 of the Annual Return).

**RESOLVED To approve the Annual Governance Statements 2016-17 (Section 1 of the Annual Return).**

**(j) Annual Accounting Statements 2016-17**

**RESOLVED To approve the Annual Accounting Statements 2016-17 (section 2 of the Annual Return).**

## 45 CONFEDERATION OF THE CINQUE PORTS

### (a) Mayor Making and Rotation of the Speakership

Council was invited to consider the outcome of the discussion at the 22 May 2017 meeting of the Standing Joint Committee – namely:

*RESOLVED That head ports be advised of the concerns expressed by the Cinque Ports Mayors' Association and the terms of the standing order adopted by Hythe in an attempt to avoid such a situation [Mayors holding the Speakership for short periods of time inbetween their Mayor Making election and the transfer of the Speakership].*

Comments included: it is an honour and privilege to hold the post of Speaker – even if for a short amount of time; most member towns do not appear to have a difficulty with this situation; there are pros and cons to changing Rye's Mayor Making date (first public holiday in May); until relatively recently, Rye's Mayor Making ceremony took place at 6pm on a Monday evening; the Confederation should worry about more important things – like how to make itself relevant; the Confederation appears to do little other than to organise/attend functions; altering 'traditional' Mayor Making dates can create practical problems.

**RESOLVED To note the outcome of the discussion at the Confederation meeting.**

### (b) Civic Umbrella

Members were asked to consider whether RTC should purchase a Confederation umbrella at a cost of £28.

Comments included: at the last Speaker's Day participants got drenched and some felt that the variety of coloured umbrellas unfurled detracted from the sense of occasion; rather than 'requiring' members to use a Confederation umbrella, an alternative solution might be to request that plain black and navy umbrellas only are used during processions; at one point Confederation silk ties were available to purchase at £35.

Cllr Hughes added that she had a number of large black umbrellas that she could make available.

**RESOLVED Not to purchase a Confederation umbrella.**

## 46 RYE HERITAGE CENTRE: CURRENT ACCOUNT APPLICATION

The Clerk advised that the Centre's current provider of day-day-banking (NatWest) does not provide dual/triple authority e-banking – and RTC's Financial Regulations provide for internet banking. Once a Unity Trust Bank current account had been opened, it was intended that the Town Hall UTB current account would be upgraded to permit online payments.

The UTB requires applicants to pass a (generic) resolution (*see below*) and it was intended that the authorised signatories would be those in place for the HC Nat West and TH UTB accounts.

The Clerk confirmed that Town Councillors are not trustees and would, therefore, not be liable for any liabilities.

**RESOLVED:**

**We wish to open an account with Unity Trust Bank plc ('Unity') and have read the account opening Terms and Conditions.**

**We accept Unity's Terms and Conditions and appoint them as our Bankers.**

**We acknowledge that Unity's Terms and Conditions may vary from time to time and we agree to be bound by them.**

**We will provide Unity with instructions and changes in line with the mandate.**

**Unity should rely on this Mandate until we send future amends.**

**We will send Unity a copy of the Memorandum and Articles of Association, a copy of the Company's Rules, our Trust Deeds or our registration documents. We will inform Unity of any changes to these in writing.**

**We will also notify Unity in writing of any change in Directors/ Trustees/ Officers and membership.**

**Our committee members/Trustees acknowledge that they shall be jointly and severally liable for any liabilities.**

Cllrs Creaser, Gilbert, Harkness and Rivett requested a copy of the account terms and conditions. Clerk

**47 EXCLUSION OF THE PUBLIC AND PRESS**

**RESOLVED That, in accordance with the Public Bodies (Admissions to Meetings) Act 1960 (1)(2), members of the public and press be excluded from item 48 because it entails consideration of a member of staff's terms and conditions of employment.**

*Cllr Harkness left the meeting.*

**48 PENSION SCHEME**  
*(Referred from the PRGP Committee)*

The meeting considered a request to back date a scheme joining date.

After careful consideration Members concluded that, on financial (including budgeting) grounds, they could not approve the request.

*The meeting ended at 7.12pm*

Date ..... Chairman .....

**Adjournment****a) County Councillor's Report**

Cllr Glazier was not present.

**b) Reports of the Rother District Councillors**

Cllr Lord Amphill's Report included:

*Camber Beach* The inquest into the seven drownings last summer had begun today and was expected to last 1-2 weeks. It could be some time before the coroner's verdict is known.

*Elections* The County and General Elections had entailed considerable work for officers. Any thoughts on Rye's two polling stations would be welcomed. It has been suggested that Badger Gate is rather on the small side.

*Bexhill Community Governance Review* Stage 1 was complete. The OSC had considered three options to explore as part of Stage 2: no change; 1 parish (town) council comprising two Members from each of the nine Bexhill District Wards – or an area committee for Bexhill (and at least one for the remainder of Rother).

Cllr Amphill added that he believed that Cabinet would be considering the OSC's recommendation that RDC consults also on the option of introducing smaller parishes – for example, Bexhill, Little Common and Sidley.

*CPE* A progress report would be presented to either the July or September (more likely) OSC meeting.

*Landgate Restoration* Brenda Mason has provided RTC with periodic update on progress (or lack of it).

Cllr Fiddimore was aware of the item in *The Observer* highlighting the introduction of greater police enforcement of on street parking in Battle – and advised that there was a notable increase in resources being deployed in Rye, primarily on Thursdays. Cllr Amphill reported having seen PSCO Holden in Rye recently – adding that because he had seen that RDC and WDC are taking CPE seriously, the Chief Constable had agreed to increased police enforcement in the two districts.

The Clerk advised that the Rother Inspector, Dan Russell had offered to come to Rye to meet with the Town Council, Chamber and other stakeholders to discuss an on street parking enforcement strategy.

Cllr Gilbert reported that Cllr Glazier and a senior ESCC officer would be attending the Rye Area Business Forum meeting scheduled for 13 July in order to discuss what local business people would like to see in the way of on street parking enforcement.

**c) Public Question Time**

There were no questions/contributions.