

**Minutes of a Meeting of the Policy, Resources & General Purposes
Committee, held at the Town Hall, Rye, on
Tuesday 7 April 2015**

PRESENT Councillors Granville Bantick, Mike Boyd, John Breeds,
Jonathan Breeds (**Committee Chairman** - Deputy Mayor),
Bernardine Fiddimore (Mayor), Jo Kirkham

IN ATTENDANCE Richard Farhall - Town Clerk; Peter Cosstick – HC Manager;
Tony Nunn – Rye News; 4 members of the public

The meeting commenced at 6.41pm.

79 APOLOGIES

Apologies for absence – and the reasons lodged with the Clerk – were accepted from Cllrs Mike Eve (**Committee Vice Chairman**), Shaun Rogers and Sam Souster.

80 CODE OF CONDUCT: DISCLOSURES OF INTEREST

There were no disclosures of interest.

81 MINUTES

RESOLVED To adopt the **Minutes of the meetings held on 23 March 2015 (PR06), 23 March 2015 (PR07) and 23 March 2015 (PR08) as an accurate record of the proceedings.**

82 MATTERS ARISING

PR06

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17(b) Flag flying – Landgate Tower (providing RDC with two appropriate flags to fly during the main visitor season) RDC has advised that one of the two poles is not safe enough to continue to use. Confirmation that RDC is prepared to fly a RTC- supplied flag from the other pole is awaited. RDC will not be replacing the defective pole.

34 Thwarting gulls (ascertaining the cost of a suitable bag to protect plastic sacks – and asking RDC if it would consider introducing a scheme similar to Thanet DC's) Outstanding.

53 Public Conveniences (establishing a working group) This had yet to meet.

78 Accessibility – Chamber (seeking advice from those invited to provide structural survey estimates) Outstanding.

19 Work Programme, Resolved 2 (prioritizing asset review after completion of Annual Report 2013) Both outstanding.

51.2d) HC – Structure (seeking guidance on alternatives from Hedleys and SSALC. Outstanding.

52 Priorities – Review (special PRGP meeting) Outstanding.

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64 Former FE Centre and Library (asking Andy Hemsley to invite Observer readers to provide their written recollections of Sue Middlehurst's publicly-stated undertakings)

Needs to be followed up.

5.5 Grant application (ascertaining whether the Rye Festival's Constitution provides for RTC representation) Outstanding.

52 Supporting Local Businesses, Recommendation (Holding an annual reception for all Rye businesses – to coincide with Small Business Saturday) Outstanding.

55 Rye Cemetery, Resolved (To consider the need to identify additional burial space once the survey report is available) Pending.

57b) Living Wage (Deferring further consideration until the outcomes of a number of employment law appeals are known) Pending.

72A New Events Fund – Rye Ukulele Experiment (payment of £500 grant) Pending.

72B New Events Fund – 18 Hours Ltd (requesting breakdown of £2,500 cost of Rye programme) Actioned.

PR07

75 New Events Fund (advising the School Creative Centre that it had been unsuccessful) Actioned.

PR08

78 Nat West Bank Mandate (adding signatories) Actioned.

83

FINANCE

83.1 Town Hall

a) Schedule of Authorised Payments and Statement of Income

RESOLVED To receive and adopt the Schedule of Authorised Payments and Statement of Income for December 2014-January 2015.

b) Budget Monitor

RESOLVED To receive and note the actual income and expenditure to 31 January 2015.

83.2 Heritage Centre

a) Progress report

The Heritage Centre Manager, Peter Cosstick spoke to his update – adding/highlighting:

- Easter Saturday had been one of the Centre's best trading days – the town generally was exceptionally busy.
- Actual growth to 31.3.15 had been 16% (budget: 5%).
- The 30p maps are selling well.
- Thanks to Rye Hire (the finger posts were found to be corroded) the visitor information directional signs had now been turned to point to the HC.
- Despite planning starting prior to Christmas, RDC/1066 had still not updated the TIC details on the maps in the car parks nor changed the brown directional signage.
- It is unclear who is dealing with phone and email enquiries – the advice was to direct visitors to the 1066 web site.
- The 1066 site includes a drop down menu to request brochures. It is not clear who is processing these.
- Brochure Connect will not send out brochures. The HC is still receiving about 4 requests a week.

- Once the Town Council Election has passed, he would give further consideration to how the HC's 25th anniversary might be marked.

RESOLVED To thank the HCM for the Centre's achievements during 2014-15.

b) Payments and Income

RESOLVED To receive and adopt Income by Customer Summaries and Expenses by Supplier Summaries for December 2014-January 2015.

c) Budget Monitor

RESOLVED To receive and note the actual income and expenditure to 31 January 2015 against budget.

83.3 Account Balances

RESOLVED To receive a Statement of Account Balances as at 31 January 2015.

83.4 Earmarked Reserves

RESOLVED To receive a Statement of Earmarked Reserves as at 31 January 2015.

84 WORK PROGRAMME

The Clerk added that he was working on draft Standing Orders and Financial Regulations for consideration at next Monday's Council meeting.

Cllr Potter observed that the Town Steward vacancy entry should be marked as a 'done'.

RESOLVED To receive and consider a summary of the status of key tasks/projects as at 31 March 2015.

85 NEW EVENTS

The Clerk advised that £500 of the £9,000 New Events Fund for 2014-15 had been allocated thus far. Determination of an application for £2,000 (18 Hours Ltd) had been deferred, pending receipt of further information.

Members were invited to consider the applications following:

Applicant	Purpose	Requested	Notes
A Kino Digital (Kino Rye)	International Short Film Festival	£2,500	Provisionally scheduled Oct-Nov 2015
B Rye Arts Festival	Online ticket sales facility	£2,304	

A Rye Kino

Speaking from the Gallery, Matt Breckon spoke to the application:

- The organisation of such a festival had been one of his long-standing aspirations.
- It would be organised in conjunction with the Studio School – therefore, in addition to attracting visitors and entries from outside the area, local students and film makers can get involved.

- The Kino needs an online tool in order to accept entries – this will free up time that can be focused on judging.
- The contact at the School – a film maker – has sufficient time to help organise the festival.

Comments included: the Kino currently has a high profile in East Sussex and Kent; the festival would take place at a 'quiet time' for events; the application 'ticks all the boxes' in terms of attracting new visitors to the area.

RECOMMENDATION That the grant requested (£2,500) be awarded.

B Rye Arts Festival

Andy Stuart was invited to speak to the application – including outlining the information which appears on the (missing) second page:

- The grant requested represents the total project cost (the estimate provided).
- The existing on-line booking facility is 'clunky' and inflexible.
- Currently, volunteers go to Phillips and Stubbs for a few hours daily in order to print out – and post – tickets to those who bought them online.
- Last year, 33% of tickets were purchased and processed in this manner.
- Revenue is lost 1-3 days before events because there is insufficient time for tickets to be printed and posted.
- A new online system would enable customers to print their tickets instantly, save on postage costs, allow the charity to use the data captured for targeted marketing – and enhance the Festival's professionalism.
- The charity's reserves were set at the level recommended by the Charity Commission – ie one year's turnover.

It was confirmed that the Fund can be used for additional marketing activity – and that it was understood that further funding would be available in 2015-16.

RECOMMENDATION That the grant requested (£2,304) be awarded.

The meeting ended at 7.26pm.

Date Chairman