

Minutes of a Meeting of the Policy, Resources & General Purposes Committee, held at the Town Hall, Rye, on Monday 21 March 2016

PRESENT Councillors Mike Boyd (**Committee Vice-Chairman**), Cheryl Creaser, Justin Erswell, Bernardine Fiddimore (Mayor), Rebekah Gilbert, John Izod, Ray Prewer, Andi Rivett, Shaun Rogers, Andy Stuart

IN ATTENDANCE Richard Farhall - Town Clerk; Cllrs Charlie Harkness, Pat Hughes and Ian Potter

The meeting commenced at 6.58pm and was chaired by Cllr Boyd.

53 APOLOGIES

Apologies for absence – and the reasons as lodged with the Clerk – were accepted from Cllrs John Breeds, Jonathan Breeds (**Committee Chairman – Deputy Mayor**) and Jo Kirkham.

It was noted that Peter Cosstick, Heritage Centre Manager, was unable to attend.

54 CODE OF CONDUCT: DISCLOSURES OF INTEREST

Cllr Fiddimore	57.5b)	Director of the Rye Academy Trust – EW's largest source of income
Cllr Izod	61	Brother has expressed interest in the commission
Cllr Potter	57.5b)	Director of the Rye Academy Trust – EW's largest source of income

55 MINUTES

RESOLVED To adopt the Minutes of the meeting held on 18 January 2016 (PR04).

56 MATTERS ARISING

Page 1

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

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.

10 Chamber Acoustics (inviting the company that assisted Lydd Town Council to assess the Chamber) The Clerk and Cllr Harkness had met with Show Connections – which is to submit a costed proposal. Chased.

12 Memorial Plaque (inviting the family to submit proposals) Outstanding.

Page 2

21.1b) *Town Hall Budget Monitor, para 2 (briefing on the TH and HC financial reports)*
To be arranged.

34.1a) *Drafting appropriate procedures to facilitate online banking* Outstanding.

34.5 *Millennium Wall: insurance (all risks) Ascertaining the additional premium*
Outstanding.

36 *Draft Events SLA 2015-16 (querying a number of amendments)* Actioned –
response received. RDC had accepted RDC's concerns subject to RTC obtaining
monitoring forms from applicants within the 8 weeks following the funded event.

38 *Business Planning (Drafting a matrix of the Visioning priorities)* Outstanding.

Page 3

46.5a) *Grant application – Rye Bowls Club (£150 grant subject to conditions)*
Outstanding.

Page 4

46.6(a-b) *Draft Budget 2016-17 and precept Recommendation* Adopted by Council.

46.7 *Town Hall Hire (Increasing TH commercial/private hire rates)* Actioned.

Page 5

46.8 *Honorary Freeman Scroll (Researching what other councils have done)* Actioned
– see agenda item 61.

Page 6

49 *Rye Post Office (Responding to the consultation)* Actioned.

57 FINANCE

57.1 Town Hall

a) Schedule of Authorised Payments and Statement of Income (December 2015-January 2016)

**RESOLVED To receive and adopt the Income by Customer
Summaries and Expenses by Supplier Summaries for
December 2015-January 2016.**

b) Budget Monitor

**RESOLVED To receive and note the actual income and
expenditure to 31 January 2016 against budget.**

57.2 Heritage Centre

a) Progress report

It was noted that the HCM was unable to be present.

The Clerk advised that interviews for the post of Sales/Counter
Assistant (Seasonal) would take place tomorrow.

b) **Payments and Income**

RESOLVED To receive and adopt the Income by Customer Summaries and Expenses by Supplier Summaries for December 2015-January 2016.

c) **Budget Monitor**

RESOLVED To receive and note the actual income and expenditure to 31 January 2016 against budget.

57.3 Account Balances

RESOLVED To receive the Statement of Account Balances as at 31 January 2016.

57.4 Earmarked Reserves

Responding to a question put by Cllr Stuart, the Clerk advised that RTC's contribution in 2015-16 to the Rye Christmas Festival 2015 was expended by the HCM on behalf of RTC – and was not passed to the Rye Christmas Festival Committee.

RESOLVED To receive the Statement of Earmarked Reserves as at 31 January 2016.

57.5 Grant application/s

Members considered the application/s following:

- (a) *Rye Ukulele Experiment* £700 towards 2016 Festival expenditure – including PLI cover, marketing material and sound system (which could be used also for Rye Ukulele performances).

Comments included: RTC had supported the Rye Maritime Festival for most of the years it was organised; the grant could be used to generate funding that allowed the RUE to give charitable grants itself; some of the Rye Arts Festival's 'outreach' events attract greater attendance/participation than the main events; would the PA system be made available to other organisations?

RECOMMENDATION To award the £700 requested.

Clerk

- (b) *Entertainment Workshops* £1,000 towards the purchase of three lap tops.

Comments included: EW provides a valuable service – and has the dedication and expertise to help young people develop both skills and provide a sense of purpose; EW contributed a lot of time to the 2015 Rye Christmas Festival.

RECOMMENDATION To award the £1,000 requested.

Clerk

- (c) *Rye & District Dementia Action Alliance* £200 towards an awareness-raising event.

The Mayor reported that the Alliance trains employees/volunteers in identifying customers/clients with dementia and how to engage with them.

RESOLVED To award the £200 requested. Clerk

57.6 Town Hall Cottage

The Clerk advised that the refurbishment had now been completed.

It was noted that the occupancy would be considered at the next Council meeting.

58 WORK PROGRAMME (as at 14.3.16)

Web site Cllr Erswell advised that had a demo site available to view.

RESOLVED 1 To ask Cllr Erswell to email the link to the site. Cllr Erswell

RESOLVED 2 To receive and note the Work Programme.

59 ON STREET PARKING

Members were invited to review the public meeting with the Police & Crime Commissioner held on 3 March and to agree a course of action.

The Mayor reported that she had met recently with Sergeant Townsend and had learned that, prior to the proposed Task & Finish Group meeting, the Police locally have been working in the background taking action to improve the problems associated with onstreet parking. Officers have started to identify habitual offenders – they will be warned (by way of a visit) and then ticketed. The Police have observed that the car parks on the periphery of the town can be less than half full and there will be talks with RDC about off street parking permit schemes for traders (and residents). This initiative is likely to continue for a number of months with the Citadel being the initial focus area. The public meeting with the PCC had helped to raise awareness of the problem – and the photographs of hazardous and inconsiderate parking at the rear of the hall had made an impression on the senior Police officers present. It remains the case that it is down to RDC to approach ESCC to request the introduction of CPE. The Police have advised that the public should report abusive drivers immediately and they like the idea (suggested at the public meeting) of a Park Watch scheme. Mark Dunn (ESCC – former Police Officer) will try and get street lining renewed – the Police won't ticket areas with faded lining because of the risk of appeals being upheld. The Police would be sending the Mayor notes of her meeting with them.

Responding to a question from Cllr Creaser, the Mayor advised that Nick and Margaret Taylor would be kept updated.

Cllr Gilbert asked if the Police could target Military Road – it can be a tight turn from Rye Hill if vehicles are parked inconsiderately. The Mayor advised that the Police had limited resources and had to restrict their activity to the Citadel for the time being.

Other comments included: It can be difficult to turn into Market Road if vehicles are parked on double yellows at the top of the junction; parking on the double yellows at the junction of East Street and Market Street is a common cause of congestion; Blue Badge holders are frequent offenders – believing that they can park on any double yellow line (no matter how dangerous); the loading bay regulations are too complicated; there are parking restrictions in Military Road; ESCC could write to Blue Badge holders reminding them of the conditions of use; why are some car parks under-utilised?; the introduction of pay & display at Jempsons had reduced trade at other outlets in the town; it is necessary to have another working group when the Highways Forum is in place?; membership of the Highways Forum is determined by its

constitution; the Task & Finish Group would be short-lived; the proposed Group should be supported because senior Police officers initiated it.

The Clerk observed that RTC had not actually considered whether the pros of CPE would outweigh the cons.

Cllrs Fiddimore, Creaser, Hughes, Prewer, Stuart and Boyd indicated that they wished to join the Task & Finish Group.

RESOLVED To provide the Police with the names of the members of the public and councilors who had expressed an interest in joining the Task & Finish Group. Clerk

60 EXCLUSION OF THE PUBLIC AND PRESS

RESOLVED In accordance with the Public Bodies (Admissions to Meetings) Act 1960 (1)(2): To exclude the public and press because item 61 would include discussion on costs and potential/prospective contractors.

Cllr Harkness left the Chamber. Cllr Izod played no part in the consideration of the item following.

61 HONORARY FREEMAN SCROLL

The Clerk advised that the response to his request for information via the SLCC e-Forum had been disappointing.

At the last meeting it had been reported that a (fully) hand illuminated scroll typically costs in the region of £1,400-£1,500. However, Lydd TC had sourced a calligrapher in St Leonards who had agreed to produce one for £700 (at a 50% discount).

Corsham Town Council had conferred the freedom of the town on 'all armed services units' and a Paralympian. The former received a vellum scroll (£720 + VAT); the latter a 'fancy certificate' (£330 + VAT) - plus a silver plated salver (£250 + VAT). The scroll was produced by Shaw & Sons.

Boroughbridge Town Council had presented its latest Freeman with an inexpensive digitally-generated scroll - plus a 'FREEMAN' lapel badge in gold-coated silver (£56). Two A4 – and one A3 – copies of the scroll were produced at a cost £6.80.

Andrew Izod had advised that the maximum cost of producing a scroll to present to former Cllr Frank Palmer would be £350 + VAT – and the design could be used as a template. If the Council was minded to present an unframed scroll he recommended using *a heavy hot press paper (replicating a hand made paper) with deckled edges (ie a rough edge) and with a ribbon from below the seal that might be used to tie the scroll.* However, if there was a possibility that the recipient might wish to frame the scroll it would be better not to fix the ribbon to the front – but to simply tie the scroll and tie it loosely with a ribbon.

The Clerk had viewed samples of Andrew's work and it was clear that he has considerable experience of producing scrolls and related items.

RESOLVED To invite Andrew Izod to deposit examples of his work at the Town Hall so that Members might view them – and to ask him to estimate the cost of producing subsequent scrolls. Clerk

The meeting ended at 7.54pm.

Date Chairman