

To ALL MEMBERS OF THE TOWN COUNCIL

You are hereby summoned to attend a Meeting of **Rye Town Council** to be held on **Monday 26 June 2017 at 6.30pm** at **The Town Hall, Market Street, Rye**, when it is proposed to transact the following business:

34 PRAYERS

Prayers will be said by the Mayor's Chaplan, The Reverend Canon David Frost.

35 APOLOGIES

To accept any apologies for absence.

40 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.

41 MAYORAL ANNOUNCEMENTS

The meeting to adjourn for up to 45 minutes for:

- a) The report of the County Councillor for Rye
- b) The Reports of the Rye Rother District Councillors
- c) Public Question Time

42 COUNCIL MINUTES

To approve and to authorise the Chairman to sign the Minutes of the meeting held on 5 June 2017 (C3).

43 COMMITTEE MINUTES

To receive the Minutes of the Council's committees and consider for adoption any *Recommendations*:

- | | | |
|----------------------------|-------|---------------------|
| (a) Planning & Townscape | (i) | 8 May 2017 (PT01) |
| | (ii) | 22 May 2017 (PT02) |
| | (iii) | 5 June 2017 (PT03) |
| | (iv) | 19 June 2017 (PT04) |
| (b) Policy, Resources & GP | | 22 May 2017 (PR01) |

44 ANNUAL ACCOUNTS 2016-17 AND AUDIT

- To:
- (a) Receive and consider the reports of the Internal Auditor, Angela Alexander (letter dated 18.6.17 and the Annual Internal Audit Report 2016-17).
 - (b) Receive and consider the Statement of Internal Control 2017.
 - (c) Receive and consider the updated Summary of Main Day-to-Day Financial Controls (as at 19.6.17).
 - (d) Receive and consider the annual Risk Assessments (2017).
 - (e) Approve the Internal Auditor's Terms of Reference for 2017-18.
 - (f) Consider the draft Audit Plan 2017-18.
 - (g) Consider re-appointing the Internal Auditor, Angela Alexander (*budget provision: £320*).
 - (h) Consider and approve the (Consolidated) Town Council Accounts for 2016-17.

- (i) Consider and approve the Annual Governance Statements 2016-17 (Section 1 of the Annual Return).
 - (j) Consider and approve the Annual Accounting Statements 2016-17 (section 2 of the Annual Return).
- Clerk**

45 CONFEDERATION OF THE CINQUE PORTS

- (a) **Mayor Making and Rotation of the Speakership**
To consider the outcome of the discussion at the 22 May 2017 meeting of the Standing Joint Committee (*see Minute 8, page 3*).
- (b) **Civic Umbrella**
To consider whether to purchase a Confederation umbrella at £28.

46 RYE HERITAGE CENTRE: CURRENT ACCOUNT APPLICATION

To consider passing the (generic) proposal for resolution following in order to provide the Heritage Centre with a current account that can be operated online (including triple authority electronic payments):

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.

Notes A copy of the UTB's Terms & Conditions can be provided on request. The Centre's current provider of day-day-banking (NatWest) does not provide dual/triple authority e-banking. Once established, it is intended that the Town Hall UTB current account will be upgraded to permit online payments.

46 EXCLUSION OF THE PUBLIC AND PRESS

Item 47 relates to a member of staff's terms and conditions of employment and it is therefore recommended that the public and press be excluded in accordance with the Public Bodies (Admissions to Meetings) Act 1960 (1)(2).

47 PENSION SCHEME

To consider a request to back date a scheme joining date.

PRGP

ROBES WILL BE WORN

(unless the Chamber is too warm – to be determined just prior to the meeting)

Supporting/Associated documents distributed previously

42 Council Minutes 43a)(iii) P+T Minutes

Supporting/Associated documents distributed with this agenda

43a)(iv) P+T Minutes 44(a) Reports 44(b) Internal Control Statement 44(c) Day-to-Day
Financial Controls 44(d) Risk assessments 44(e) Terms of Reference
44(f) Draft Audit Plan 44(h) Consolidated Accounts 44(i) Governance Statement (s1)
44(j) Accounting Statements (s2) 45 Confederation Minutes



20 June 2017

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