

## **RYE TOWN COUNCIL**

*AGENDA PR01*

*working for the social, economic and environmental well-being of the Antient Town of Rye*

Committee	<b>POLICY, RESOURCES &amp; GENERAL PURPOSES</b>
Date and Time	<b>Monday 11 July 2016 immediately following Planning &amp; Townscape – but no earlier than 7.30pm</b>
Venue	The Town Hall, Market Street, Rye

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Members appointed to the Committee:

Councillors Mike Boyd (Deputy Mayor), John Breeds, Jonathan Breeds (Mayor), Cheryl Creaser, Bernardine Fiddimore, Rebekah Gilbert (**Committee Chairman**), Jo Kirkham, Ray Prewer, Andi Rivett

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- 1 **VICE CHAIRMAN**  
To appoint a Vice Chairman for 2016-17.
- 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 **MINUTES**  
To authorise the Chairman to sign, as a correct record of the proceedings, the Minutes of the meeting held on 21 March 2016 (PR05).
- 5 **MATTERS ARISING**  
To note any matters arising from the meeting held on 21 March 2016 (PR05).  
*for information*
- 6 **FINANCE**
  - 6.1 **Town Hall**
    - a) **Schedule of Authorised Payments and Statement of Income**  
To receive and adopt the Schedule of Authorised Payments and Statement of Income for April-May 2016.
    - b) **Budget Monitor**  
To receive and note the actual income and expenditure against budget to 31 May 2016.
  - 6.2 **Heritage Centre**
    - a) **Progress report**  
To receive a general update from the Heritage Centre Manager, Peter Cosstick and, if appropriate, to agree a course of action.

- b) **Payments and Income**  
To receive and adopt Income by Customer Summaries and Expenses by Supplier Summaries for April 2016-May 2016.
- c) **Budget Monitor**  
To receive and note the actual income and expenditure to 31 May 2016 against budget.

6.3 **Account Balances**  
To receive a Statement of Account Balances as at 31 May 2016.

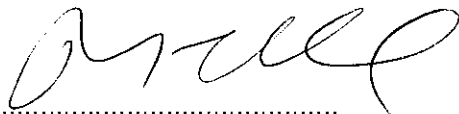
6.4 **Earmarked Reserves**  
To receive a Statement of Earmarked Reserves as at 31 May 2016.

6.5 **WORK PROGRAMME**  
To receive and consider a summary of the status of key tasks/projects as at 4.7.16. Clerk

6.6 **REVIEW OF STAFFING AND ORGANISATIONAL NEED**  
To receive a verbal progress report. **Cllrs Boyd/Fiddimore/Gilbert; Clerk**

**Supporting/Associated documents distributed with this agenda**  
4 Minutes 6.1a) TH income and expense summaries 6.1b) TH Budget Monitor  
6.2b) HC income and expense summaries 6.2c) HC Budget Monitor  
6.3 Account Balances 6.4 Earmarked Reserves 6.5 Work Programme

To follow  
6.2a) HCM Report



5 July 2016

Richard Farhall Town Clerk, Town Hall, Rye TN31 7LA  
Tel 01797 223902 Fax 01797 227706  
email townhall@ryetowncouncil.gov.uk www.ryetowncouncil.gov.uk

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

PRO1 6.1(a)

5:01 PM

04/07/16

Accrual Basis

Rye Town Council  
Income by Customer Summary  
April through May 2016

	<u>Apr - May 16</u>
Miss Claire Morris	300.00
1Mr Tom Holloway	325.00
Harris & Rigby	353.85
Miss Alexandra Zotova	325.00
Miss Elouise Cahill	325.00
Miss Gemma Cowell	325.00
Miss Gemma Davis	350.00
Miss Jenny Calkin	325.00
Miss Jill Cross	300.00
Miss Kerry Ennis	325.00
Miss Linda Edwards	300.00
Miss Lorna Jones	300.00
Miss Louise Simkiss	300.00
Miss Natacha Agabalyan	350.00
Miss Nicola Albrighton	350.00
Miss Paula Baldwin	300.00
Miss Rachel Hopkins	300.00
Miss Rebecca Smith	300.00
Miss Sandra Poole	300.00
Miss Sarah Maycock	300.00
Miss Shelley Blackford	325.00
Mr Anthony Peters	325.00
Mr R Brown & Miss N Curtin	325.00
Mrs Caroline Drummond	175.00
Mrs Fiona Neilson	98.00
Ms Janice Winship	150.00
Rother District Council 1	65,151.85
Rye Rugby Club	500.00
<b>TOTAL</b>	<b><u>73,403.70</u></b>

5:00 PM

04/07/16

Accrual Basis

**Rye Town Council**  
**Expenses by Supplier Summary**  
**April through May 2016**

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	<u>Apr - May 16</u>
Abbeylight Contracts Ltd	320.00
Abbot Print	62.50
Action in Rural Sussex	2,250.00
Adams of Rye Ltd	1,574.75
Aerial Experts	95.00
ARK Supplies	33.16
ARRC Ltd The School CC	300.00
BeSure Security Systems	234.00
British Gas	231.29
British Telecom	504.47
Calendar Cleaning	75.00
Confederation of the Cinque Ports	650.00
East Sussex ALC Ltd	1,258.76
EDF Energy	293.20
Fearless Ramps	2,685.00
J Sharratt	1,200.00
Managed Technology	176.59
Mermaid Joinery	3,044.88
Mrs Sandra Pawsey	171.32
npower	829.41
P&P Waste Movers	53.75
PEAC (UK) Limited	145.00
Peter Farrow Jewellery	1,620.00
Rother District Council	2,691.86
Rye Allotments Association	60.00
Rye Partnership Ltd	164.00
S Colebrook	780.00
Southern Water	842.04
SSALC Limited	17.00
St Mary's Centre	18.00
Sussex Mayors' Association	10.00
W H Darby Ltd	35.42
Zurich Municipal	4,977.08
<b>TOTAL</b>	<b><u>27,403.48</u></b>

PRO1 G.1(b)

11:21 AM  
29/06/16  
Accrual Basis

**Rye Town Council  
Budget Monitor  
April through May 2016**

	Apr - May 16	Budget
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
Cottage Income	353.85	10,800.00
CTS Grant	4,101.85	4,102.00
FG Field	500.00	500.00
Heritage Centre Income	0.00	1,980.00
Interest	0.00	1,700.00
Miscellaneous Income	0.00	375.00
Precept	61,050.00	122,100.00
Previous Financial Year 201...	0.00	0.00
Town Hall Hire		
Weddings	7,300.00	22,050.00
Town Hall Hire - Other	98.00	275.00
<b>Total Town Hall Hire</b>	<b>7,398.00</b>	<b>22,325.00</b>
<b>Total Income</b>	<b>73,403.70</b>	<b>163,882.00</b>
<b>Expense</b>		
Access	0.00	4,000.00
Advertising & Publicity		
Weddings	0.00	2,900.00
Advertising & Publicity - ...	1,979.78	2,950.00
<b>Total Advertising &amp; Publicity</b>	<b>1,979.78</b>	<b>5,850.00</b>
Alarm		
Alarm (Burglar)	110.00	0.00
Alarm (Fire)	124.00	0.00
Alarm - Other	0.00	750.00
<b>Total Alarm</b>	<b>234.00</b>	<b>750.00</b>
Assets Valuations	0.00	930.00
Audit		
External	0.00	600.00
Internal	0.00	310.00
<b>Total Audit</b>	<b>0.00</b>	<b>910.00</b>
Bank Charges	0.00	25.00
Ceremonies Licence	0.00	550.00
Civic Fund	137.58	600.00
Community Transport	2,000.00	2,000.00
Contingency	0.00	0.00
Cottage		
R/R	415.00	2,000.00
Cottage - Other	90.86	
<b>Total Cottage</b>	<b>505.86</b>	<b>2,000.00</b>
Discounted Accommodation	0.00	2,000.00
Domestic Supplies	106.97	500.00
Elections	0.00	0.00
Emergency Planning	0.00	100.00
F G Field	0.00	500.00
Fingerposts	0.00	250.00
Grants	900.00	3,000.00
Grounds Maintenance	261.32	900.00
Heritage Centre		
Repairs	0.00	0.00
<b>Total Heritage Centre</b>	<b>0.00</b>	<b>0.00</b>
Highways Fund	0.00	0.00
Honoraria	0.00	735.00
Insurance	4,977.08	5,900.00
Light & Heat	1,060.70	2,850.00
Mayor's Allowance	291.47	2,850.00
Members & Staff Expenses	0.00	280.00
Members & Staff Training	0.00	100.00
Miscellaneous Expenses	251.91	500.00
Neighbourhood Planning	2,298.94	
Non-Domestic Rate	2,601.00	5,225.00

**Rye Town Council**  
**Budget Monitor**  
 April through May 2016

	Apr - May 16	Budget
Office Equipment	8.33	750.00
Professional Fees		
Accounting	300.00	
Professional Fees - Other	0.00	3,470.00
<b>Total Professional Fees</b>	<b>300.00</b>	<b>3,470.00</b>
Robes & Regalia	1,705.01	1,800.00
Rye Christmas Festival	293.20	3,000.00
Salaries	14,214.13	86,794.00
Skatepark		
Maintenance	2,685.00	
Skatepark - Other	0.00	1,500.00
<b>Total Skatepark</b>	<b>2,685.00</b>	<b>1,500.00</b>
Stationery, Printing & Postage	492.13	3,050.00
Street Furniture	0.00	0.00
Subscriptions	1,525.76	1,863.00
SWA	842.04	875.00
Telephone	504.47	1,975.00
Tilling Green sign	0.00	1,000.00
Town Hall		
R/R	5,045.70	10,000.00
Town Hall - Other	75.00	
<b>Total Town Hall</b>	<b>5,120.70</b>	<b>10,000.00</b>
Town Steward	849.50	4,500.00
Web Site	0.00	0.00
<b>Total Expense</b>	<b>46,146.88</b>	<b>163,882.00</b>
<b>Net Ordinary Income</b>	<b>27,256.82</b>	<b>0.00</b>
<b>Profit for the Year</b>	<b>27,256.82</b>	<b>0.00</b>

9:36 AM  
05/07/16  
Accrual Basis

**Rye Heritage Centre**  
**Income by Customer Summary**  
**April through May 2016**

P1701 6.2 (b)

	<u>Apr - May...</u>
Contacts in Bri...	90.00
CTS	19.17
Europe Incomi...	40.83
Intercruises	60.00
P G Trips	29.17
Senlac Tours	91.67
Till takings	28,582.58
Twin	19.17
<b>TOTAL</b>	<b><u>28,932.59</u></b>

9:37 AM

05/07/16

Accrual Basis

**Rye Heritage Centre**  
**Expenses by Supplier Summary**  
**April through May 2016**

	<u>Apr - May...</u>
Ahmad Tea	1,015.36
British Telecom	477.91
Channel View Publishing	24.65
Clarence & Bean	273.44
Countryside Art	442.50
Countryside Books	117.54
e-on	912.97
Elgate	2,305.30
Gaia Communications	115.20
Geoff Hutchinson	31.20
HM Revenue & Customs	1,234.36
intypelibra	369.00
J Salmon Ltd	385.00
James Dean Pottery	414.00
Jempsons	5.14
Judges	67.76
Keycraft	226.32
Lee Gone Publications	332.10
Lesser & Pavey Ltd	997.92
Mayfield Books & Gifts	794.60
Nat West	195.09
Peter Cosstick	668.31
Philip Mansergh	19.92
Post Office	19.77
PRS for Music	308.30
Puckator Ltd	1,607.17
Romney Marsh Ceramics	114.50
Romney Marsh Historic Churches ...	79.20
Rother District Council	2,169.75
Rye Castle Museum	160.00
Rye Heritage	22.00
Sainsbury's	11.99
SDL Imports	880.13
Smudge	233.08
South East Art & Framing	138.50
Stitchout Embroidery	179.50
Streamline	194.42
Tracey Brown	247.50
Wages	9,553.01
White Cliff's Countryside Project	56.88
<b>TOTAL</b>	<b><u>27,401.29</u></b>



9:35 AM  
05/07/16  
Accrual Basis

PROJ 6.2c)

**Rye Heritage Centre**  
**Profit & Loss Budget vs. Actual**  
**April through May 2016**

	<u>Apr - May 16</u>	<u>Budget</u>	<u>£ Over Bud...</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
Bank interest	2.76	15.00	-12.24	18.4%
Vatable sales (model and gifts)	23,354.57	100,216.00	-76,861.43	23.3%
Zero sales (books etc)	5,578.02	26,800.00	-21,221.98	20.8%
<b>Total Income</b>	<u>28,935.35</u>	<u>127,031.00</u>	<u>-98,095.65</u>	<u>22.8%</u>
<b>Cost of Goods Sold</b>				
Shop purchases	11,474.81	37,500.00	-26,025.19	30.6%
<b>Total COGS</b>	<u>11,474.81</u>	<u>37,500.00</u>	<u>-26,025.19</u>	<u>30.6%</u>
<b>Gross Profit</b>	<u>17,460.54</u>	<u>89,531.00</u>	<u>-72,070.46</u>	<u>19.5%</u>
<b>Expense</b>				
Advertising	0.00	2,500.00	-2,500.00	0.0%
Alarms	0.00	650.00	-650.00	0.0%
Bookkeeping and accountanc...	0.00	2,500.00	-2,500.00	0.0%
Cleaning	11.64	450.00	-438.36	2.6%
Comp Costs & Web Site	0.00	300.00	-300.00	0.0%
Credit Card / Bank Charges	392.27	2,800.00	-2,407.73	14.0%
Entertainment/ref	0.00	250.00	-250.00	0.0%
Events - Ghost Tours	160.00	500.00	-340.00	32.0%
Light and heat	912.97	3,400.00	-2,487.03	26.9%
Membership fees	0.00	0.00	0.00	0.0%
Music in Store	308.30	530.00	-221.70	58.2%
Payroll Expenses	10,787.37	50,450.00	-39,662.63	21.4%
Postage HC	33.00	200.00	-167.00	16.5%
Postage Stamp Retail Costs	410.44	4,100.00	-3,689.56	10.0%
Printing Costs	0.00	450.00	-450.00	0.0%
Rates	2,169.75	11,000.00	-8,830.25	19.7%
Repairs & Renewals Audio	0.00	200.00	-200.00	0.0%
Repairs & Renewals Model	0.00	2,666.00	-2,666.00	0.0%
Repairs & Renewals Office Eq...	25.00	250.00	-225.00	10.0%
Repairs & Renewals Premises	0.00	800.00	-800.00	0.0%
Staff Training	0.00	250.00	-250.00	0.0%
Staff Uniform	201.50	300.00	-98.50	67.2%
Stationery/ Sundry Items	39.09	1,000.00	-960.91	3.9%
Telephone/Internet	477.91	1,700.00	-1,222.09	28.1%
Travel expenses	0.00	100.00	-100.00	0.0%
Water Rates	0.00	190.00	-190.00	0.0%
<b>Total Expense</b>	<u>15,929.24</u>	<u>87,536.00</u>	<u>-71,606.76</u>	<u>18.2%</u>
<b>Net Ordinary Income</b>	<u>1,531.30</u>	<u>1,995.00</u>	<u>-463.70</u>	<u>76.8%</u>
<b>Profit for the Year</b>	<u><u>1,531.30</u></u>	<u><u>1,995.00</u></u>	<u><u>-463.70</u></u>	<u><u>76.8%</u></u>

ACCOUNT BALANCES AS AT 31 MAY 2016

	Balance	Notes
<b>TOWN HALL</b>		
Co-op current a/c (0.18% gr)	8,341.29	
Unity Trust current a/c	64,646.03	<i>unreconciled</i>
Petty cash	1.46	
National Savings (0.30% gross)(mth notice)	60,620.22	
Fixed Rate Bond (1.65% gross)	46,579.04	<i>as at 14.4.16</i>
Fixed Rate Bond (1.65% gross)	30,262.48	<i>as at 11.4.16</i>
<b>Total TH</b>	<b>210,450.52</b>	
<b>HERITAGE CENTRE</b>		
Current/Business Reserve a/c (.05% gr)	33,071.68	
Petty cash	44.75	
<b>TOTAL TH &amp; HC</b>	<b>243,566.95</b>	
<b>OTHER ACCOUNTS (CHARITY FUNDS - for information)</b>		
Rye Relief in Need		
Nationwide	41.44	<i>To be transferred</i>
CafCash	15,458.44	
Fixed Bond (1.75% gr)	60,000.00	
<b>Total Rye Relief</b>	<b>75,499.88</b>	
<b>TOTAL FUNDS</b>	<b>319,066.83</b>	

PROJ 6.4

**RYE TOWN COUNCIL EARMARKED RESERVES  
EARMARKED RESERVES (2016-17)**

( ) = date of Council decision to make provision/earmark or date of receipt of payment (eg grant)

	at 31.3.16	Provided	Used	at 31.5.16
<b>ASSET RENEWAL RESERVES</b>				
Capital Fund Heritage Centre	9,590	0	0	9,590
Capital Fund Attractions	20,000	0	0	20,000
Heritage Centre Office Equipment	1,000	0	0	1,000
Capital Fund Town Hall	25,553	10,000	5,046	30,507
Capital Fund Cottage	0	2,000	415	1,585
Town Hall Office Equipment	0	750	0	750
Robes & Regalia	2,551	1,800	1,705	2,646
Black & Silver Finger Posts (3.2.03)	572	250	0	822
Skate Park	2,830	1,500	2,685	1,645
Street Furniture	2,900	0	0	2,900
Freda Gardham Playing Field	0	500	0	500
	<b>64,996</b>	<b>16,800</b>	<b>9,851</b>	<b>71,945</b>
<b>OTHER EARMARKED RESERVES</b>				
Computer Software & Training (24.1.00)	380	0	0	380
Assets Valuations (28.1.02)	1,570	930	0	2,500
Elections	7,180	0	0	7,180
Alarm upgrade	921	0	0	921
Local Action Plan	1,000	0	0	1,000
Devolved services negotiation	2,000	0	0	2,000
Training	669	100	0	769
Quality Council LAA grant	766	0	0	766
Ceremonies Licence	1,100	550	0	1,650
Rye Environment Bequest (from RDC Jan 11)	11,723	0	0	11,723
Marketing/Economic Development	15,000	0	0	15,000
Web site	2,036	0	0	2,036
Winter maintenance	1,036	0	0	1,036
Council Tax Scheme Support Grant (15.4.13)	11,182	4,102	0	15,284
Highways Fund	6,753	0	0	6,753
Neighbourhood Planning	11,359	0	2,299	9,060
Grounds maintenance	0	900	261	639
Public conveniences	5,000	0	0	5,000
Emergency planning	600	100	0	700
Grants - General	7,100	3,000	900	9,200
Grants - New Events Fund	356	0	0	356
Access	0	4,000	0	4,000
Rye Christmas Festival	0	3,000	0	3,000
Tilling Green sign	0	1,000	0	1,000
Fiddimore Mayoral Allowance balance	0	2,401	0	2,401
Town Steward	0	4,500	850	3,650
<b>TOTAL EARMARKED RESERVES</b>	<b>152,727</b>	<b>34,482</b>	<b>13,311</b>	<b>173,898</b>

**RYE TOWN COUNCIL**  
**WORK PROGRAMME as at 4 July 2016**      **PR01 Item 6.5**

PR01      6.5

Task/Project title	Outline	Target/review	Status	Notes
Access	Ascertaining feasibility of solid handrail to Chamber staircase.		Awaiting response from Conservation Officer.	
Acoustics	Improving speech audibility in Chamber – inviting specialist		Site survey undertaken – quote chased. Another survey to be commissioned	
Assets revaluations		2016	Residential and commercial property valuations obtained. Other valuations outstanding.	
Attic dormer window and rooflight	Replacement	Spring 2016	Contractor appointed	
Cupola	Restoration	2016	Two specification of works quotes received	Linked with RTC decision on whether to charge VAT on TH lettings (see Discounted accommodation) Loan required
Discounted accommodation	Purchasing one dwelling to let at discounted rent		Awaiting Council borrowing application approval	
Heritage Centre (structure)	Investigating alternative governance structures	ongoing	Not started	
Internal financial checks	Members undertaking 'spot checks'	ongoing	Introduction outstanding	
Lion Street	Seeking advice on addressing deliveries problems	?	Met with highways consultant 14.3.16 – to provide indicative costings (chased)	
Neighbourhood Plan	Delegated authority to enter into commitments on behalf of the Steering Group	Estimated c3-year period (summer 2013-autumn 2016)	Continuing to attend SG meetings.	
Newsletter (July)	3 pages within <i>Fixtures</i>	19.6.16	Insufficient time	'Newsletter' published quarterly (depending on workload)
Pensions – auto-enrolment	Acting on staging dates; TH – 1.6.16; HC – 1.11.16	June 2016 (done) & Nov 2016	Clerk is the Nominated Contact for TH and HC. Costing reflected in Draft TH & HC Budgets 2016-17.	The LGPS meets the criteria for a 'qualifying scheme'

Priority Setting	Drawing up a matrix of the objectives identified at the Visioning	ongoing	Outstanding	
Review of staffing & organisational need	Includes terms & conditions of employment	Autumn 2016	Cllrs Boyd, Fiddimore & Gilbert – and the Clerk – have surveyed staff and are meeting with them. BT to be contacted	To be considered by full HRWG before recommendations to Council BT has visited twice
Telephone system	Reinstating the Town Hall's second line	Summer 2015	Completed	Other final has been assessed by contractor as being safe
Town Hall final	One damaged during roof repair	Summer 2015	Completed	Basic updating – eg Mins, agenda, planning applications – undertaken weekly.
Web site	Replace	Not started	Some preparatory work undertaken	

# HERITAGE CENTRE UPDATE JULY 2016

- **2015/16 REVIEW**
  - Despite all the challenges facing the tourist industry in respect of terrorist activity, industrial and migrant problems at Calais, Rye Heritage Centre still managed to deliver a modest gross operating profit in excess of budget forecast
  - Rye Heritage Centre has been registered with 'Trip Advisor' for 4 years, and once again we have been awarded a Certificate of Excellence for the fourth year running following feedback from visitors
  - Total 234 reviews in 4 years**
    - Excellent 64% of visitors
    - Very Good 30% of visitors
    - Average 6% of visitors
  
- **2016/17 OBSERVATIONS TO 30<sup>th</sup> JUNE 2016**
  - The first quarter indicates another challenging year
  - Overall income generation down 6%
  - Still experiencing some group cancellations from Europe but it also appears general visitor numbers are down
  - Once again strict cost controls in place to counter any loss of income generation
  
- **STAFFING & STRUCTURE**
  - New structure working well with 2 new members of staff joining the team and have integrated really well
  - Aspirations have just been completed to allow RTC to understand what the future holds

P101

6.2 (9)