

RYE TOWN COUNCIL
as at 9 November 2015

PR03 Item 35

WORK PROGRAMME

Task/Project title	Outline	Target/review	Status	Notes
Access	Ascertaining feasibility of solid handrail to Chamber staircase. Ordering stair climber		Awaiting response from Conservation Officer. Provided – staff trained.	
Acoustics	Improving speech audibility in Chamber – inviting specialist		Site survey undertaken – quote awaited	
Affordable accommodation	Purchasing two dwellings to let at below market rent		Not started	Loan required
Annual Accounts 2014-15 & Audit	Preparing Accounts & Annual Return – internal and external audits	30 June 2015	Completed - unqualified opinion issued by external auditor	
Assets revaluations		2015	Residential and commercial property valuations obtained. Other valuations outstanding.	
Heritage Centre Manager	Considering resignation effective 30.4.16	April 2016	See agenda item 34.2b)	
Heritage Centre (structure)	Investigating alternative governance structures	ongoing	Not started	
Internal financial checks	Members undertaking 'spot checks'	ongoing	Introduction outstanding	
Millennium Wall	Transfer to RTC	ongoing	Transfer complete.	
Neighbourhood Plan	Delegated authority to enter into commitments on behalf of the Steering Group	Estimated c2-year period (summer 2013-autumn 2015)	Continuing to attend SG meetings.	
Newsletter (November)	3 pages within <i>Fixtures</i>	19.10.15	Published	'Newsletter' published quarterly (depending on workload)
Pay grading review		Winter 2015	To be combined with a large review of the RTC's staffing structure	
Pensions – auto-enrolment	Preparing for staging dates; TH – 1.6.16; HC – 1.11.16	June & Nov 2016	Clerk is the Nominated Contact for TH and HC. Costing outstanding	The LGPS meets the criteria for a 'qualifying scheme'

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Photocopier	Replacing with a cheaper, networkable machine	30.11.15	On time.	
Priority Setting		ongoing	Council has agreed to focus on those objectives identified at the Visioning exercise that it has commenced already	See also item 38
Telephone system	Reinstating the Town Hall's second line	Summer 2015	BT to be contacted	BT has visited twice
Town Crier (Designate)	Recruitment	Winter 2015	Process commenced -- interviews scheduled for 28 November	
Town Hall Cottage	Refurbishing to (continue to) let	March 2016	See item 34.6	
Town Hall finial	One damaged during roof repair	Summer 2015	£500 withheld. Roofer also paying for cost of repair material	Delayed
Staffing Structure	Review (including pay and conditions of employment)	31.3.16	Not started	Cllr Gilbert has offered to assist
Web site	Comprehensive review and updating of content		Some preparatory work undertaken	'Basic updating -- eg Mins, agenda, planning applications -- undertaken weekly.