

RYE TOWN COUNCIL
as at 14 March 2016

PROS 58

WORK PROGRAMME

PR05 Item 58

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	
Affordable accommodation	Purchasing one dwelling to let at discounted rent		Consultation to commence with April Fixtures	Loan required
Annual Accounts 2015-16 & Audit	Preparing Accounts & Annual Return – internal and external audits	30 June 2016	Not started	
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	Expenditure should be delayed until RTC opts to charge VAT on TH lettings
Heritage Centre (structure)	Investigating alternative governance structures	ongoing	Not started	
Heritage Centre vacancy	Appointing a seasonal Sales/Counter Assistant	April 2016	Shortlisting 15.3.16 – interviews 22.3.16	
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	
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 (April)	3 pages within Fixtures	19.2316	About to start	'Newsletter' published quarterly (depending on workload)

Pay grading review		Winter 2015-16	To be combined with a large review of the RTC's staffing structure – not started	
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 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	
Telephone system	Reinstating the Town Hall's second line	Summer 2015	BT to be contacted	BT has visited twice
Town Hall Cottage	Refurbishing to (continue to) let	March 2016	Available for let via Harris & Rigby	
Town Hall final	One damaged during roof repair	Summer 2015	Completed [but other final needs to be repaired and re-set]	
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.