

**RYE TOWN COUNCIL**  
**WORK PROGRAMME as at 19 March 2018 PR05 Item 48(a)**

PROS 48 (a)

Key Task/Project	Outline	Target (orig)	Status	Notes
Access (TH)	Ascertaining feasibility of solid handrail to Chamber staircase.	June 2017	<b>BEHIND SCHEDULE</b> Awaiting response from Conservation Officer.	Needs to be chased
Acoustics	Improving speech audibility in Chamber	April 2017	<b>BEHIND SCHEDULE</b> Due to have been 'launched' at the December 17 Council meeting but the provider was unwell	
Annual Accounts 2017-18 & Audit	Drafting annual accounts and preparation for internal and external audits	30 June 2018	<b>ON SCHEDULE</b>	Receipt of Annual Return behind schedule
Annual Town Meeting 2018	Holding	4 April 2018	<b>ON (AMENDED) SCHEDULE</b>	Original date (7.3.18) abandoned because flyer did not go out with February <i>Fixtures</i>
Assets revaluations		Autumn 2017	<b>BEHIND SCHEDULE</b> Residential and commercial property valuations obtained. Other valuations outstanding.	Estimates required – links with Asset Register and insurance cover
CCTV	Exploring system to deter inconsiderate on street parking	Summer 2017	<b>BEHIND SCHEDULE</b> One quote received - working party is exploring a potentially cheaper system	
Cupola	Restoration	Autumn 2018	<b>ON (AMENDED) SCHEDULE</b> Architect/Surveyor appointed Feb 18	
Discounted accommodation	Purchase one dwelling to let at discounted rent and issuing tenancy	September 2017	<b>BEHIND SCHEDULE</b> Eligibility criteria complete. Marketing commenced 16.3.18	Property had been occupied temporarily pending adoption of compliant eligibility criteria
Ferry Road Nursery	Purchase of freehold (land)	31 May 2017 (RDC request)	<b>COMPLETED</b>	
General Data Protection Regs (GDPR)	Preparation for likely date of Order (25.5.18) to ensure compliance	25 May 2018	<b>ON SCHEDULE</b> Additional resourcing likely to be required (fairly onerous)	RTC will need to appoint a Data Protection Officer
Heritage Centre – card processing	Identifying a cheaper provider	Spring 2018	<b>COMPLETION IMMINENT</b>	

Heritage Centre -- Telephones & IT	Identifying a cheaper telephone provider and updating IT hardware & software	Autumn 2017	<b>COMPLETED</b>	
Heritage Centre (structure)	Investigating alternative governance structures	September 2017	<b>COMPLETED</b>	Council has noted the findings
HC Options WG	Explore future options for building	September 2018	<b>ON (AMENDED) SCHEDULE</b> 9.4.17: Council decision to postpone further work undertaken by the WG until April 2018	
Internal financial checks	Members undertaking 'spot checks'	Summer 2017	<b>BEHIND SCHEDULE</b>	
Landgate Tower	Restoration	TBD	RDC is arranging £74,000 of urgent repairs	RTC/The community is contributing £7,000
Neighbourhood Plan	Attending SG meetings and monitoring progress	Estimated c4-year period (summer 2013-autumn 2017)	<b>BEHIND SCHEDULE</b> Reg 14 'pre submission' consultation in progress. Drop in session immediately before ATM	Delegated authority to enter into commitments on behalf of the Steering Group.
Priority Setting	Drawing up a matrix of the objectives identified at the Visioning	TBD	<b>BEHIND SCHEDULE</b>	
Terms and conditions of employment (TH)	Updating job descriptions following staffing review	April 2017	<b>BEHIND SCHEDULE</b>	
TH redecorating Chamber/antechamber/main stairway	Improve appearance	2018-19	<b>ON SCHEDULE</b>	Being undertaken in a phased manner by Town Steward team
TH rear windows	Repainting & replacement frames	May 2018	<b>PARTLY COMPLETED</b> Some painting undertaken	
Web site (TH)	Replacement	February 2017	<b>BEHIND SCHEDULE</b> Most content ready to upload – a few glitches need to be overcome	