

P001 S.1 (A)

Rye Town Council Schedule of Payments

Date	Num	Name	Memo	Amount
Unity Trust Bank Current				
13/02/2017	300662	npower	Light & Heat - Gas	-423.84
13/02/2017	300663	CJ Wellings Limited	Advertising - Weddings	-354.00
13/02/2017	300664	Demelza Hospice Care for C...	Mayor's Allowance - Donation	-40.00
13/02/2017	300665	R A S Farhall	Office Furniture - New desks f...	-448.80
13/02/2017	300666	PEAC (UK) Limited	Photocopier Rental	-174.00
13/02/2017	300667	Managed Technology	Photocopier Charges	-68.22
13/02/2017	300668	ARRC Ltd The School CC	Town Steward - Rent for She...	-100.00
13/02/2017	300669	J Pettitt	Wedding Decorations	-33.00
13/02/2017	300670	P&P Waste Movers	Waste Collection	-64.50
13/02/2017	300671	BeSure Security Systems	VOID: Fire Alarm Service	0.00
13/02/2017	300672	Anthony Kimber	Neighbourhood Plan- Statione...	-32.34
13/02/2017	300673	Viking	Stationery Items	-370.14
13/02/2017	300674	Action in Rural Sussex	Rye Neighbourhood Plan Sup...	-1,350.00
16/02/2017	300689	Miss Lucy Hall	TH Hire Wedding - Overpaym...	-25.00
17/02/2017	300675	Salaries	Salaries - February 2017	-542.50
17/02/2017	300676	Salaries	Salaries - February 2017	-898.33
17/02/2017	300677	Salaries	Salaries - February 2017	-13.27
17/02/2017	300678	Salaries	Salaries - February 2017	-74.40
17/02/2017	300679	Salaries	Salaries - February 2017	-59.43
17/02/2017	300680	Salaries	Salaries - February 2017	-714.69
17/02/2017	300681	Salaries	Salaries - February 2017	-198.79
17/02/2017	300682	Salaries	Salaries - February 2017	-1,965.71
17/02/2017	300683	Salaries	Salaries - February 2017	-429.36
17/02/2017	300684	HM Revenue & Customs	PAYE - February 2017	-978.29
17/02/2017	300685	East Sussex Pension Fund	Pensions - February 2017	-1,209.46
17/02/2017	300686	KP Flooring	Town Hall - Carpet for recepti...	-1,027.20
17/02/2017	300687	Heringtons LLP	Legal Costs - Purchase of lan...	-400.00
21/02/2017	300688	R A S Farhall	Town Steward - Various expe...	-99.20
07/03/2017	300690	British Telecom	Telephone & Broadband	-635.79
07/03/2017	300691	Tenterden Town Council	Mayor's Allowance - Tour of T...	-90.00
07/03/2017	300692	Sevenoaks Mayor's Charity A...	Mayor's Allowance - Visit to K...	-84.00
07/03/2017	300693	npower	Light & Heat - Electricity	-60.44
07/03/2017	300694	ARK Supplies	Domestic Supplies - Cleaning...	-64.45
07/03/2017	300695	J Pettitt	Office Equipment	-25.96
07/03/2017	300696	Paul Boorman	Cottage - Repairs to Cooker ...	-40.00
07/03/2017	300697	Adams of Rye Ltd	Town Seal Rubber Stamp	-41.98
07/03/2017	300698	Marcomm	Hosting of Rye Town Council ...	-105.00
07/03/2017	300699	ARRC Ltd The School CC	Town Steward - Rent for She...	-100.00
07/03/2017	300700	Rye & District Sea Cadets	Mayor's Allowance - Annual S...	-38.00
07/03/2017	300701	Jessica Neame	Office Stationery	-6.49
07/03/2017	300702	R A S Farhall	Miscellaneous expenses	-148.96
09/03/2017	300703	Heringtons LLP	Legal Costs - Purchase of 97 ...	-450.00
13/03/2017	300704	Jo Notley	Office Equipment - Notice Bo...	-21.50
13/03/2017	300705	npower	Light & Heat - Electricity	-41.51
13/03/2017	300706	P&P Waste Movers	Waste Collection	-75.00
13/03/2017	300707	Rebecca Gilbert	Mayoral Allowance - Travel to...	-60.16
13/03/2017	300708	Anthony Kimber	Neighbourhood Plan- Statione...	-46.88
13/03/2017	300709	Mrs Sandra Pawsey	Maintenance to Town Hall & ...	-58.00
22/03/2017	300710	HM Revenue & Customs	PAYE - March 2017	-1,406.17
22/03/2017	300711	Salaries	Salaries - March 2017	-1,264.41
22/03/2017	300712	Salaries	Salaries - March 2017	-682.42
22/03/2017	300713	Salaries	Salaries - March 2017	-429.36
22/03/2017	300714	Salaries	Salaries - March 2017	-37.27
22/03/2017	300715	Salaries	Salaries - March 2017	-58.40
22/03/2017	300716	Salaries	Salaries - March 2017	-596.75
22/03/2017	300717	Salaries	Salaries - March 2017	-44.58
22/03/2017	300718	Salaries	Salaries - March 2017	-1,965.71
22/03/2017	300719	Salaries	Salaries - March 2017	-856.83
22/03/2017	300720	East Sussex Pension Fund	Pensions - March 2017	-1,408.40
27/03/2017	300721	R A S Farhall	Town Steward - Dog Poo Bags	-61.86
27/03/2017	300722	Station Z	PA Services for Rye Town Me...	-138.00
27/03/2017	300723	Rye Cricket Club	Grant	-1,000.00
27/03/2017	300724	Mrs Sandra Pawsey	Maintenance to Town Hall & ...	-72.34
27/03/2017	300725	Dawson & Associates	Building Survey - 97 South Un...	-480.00
27/03/2017	300726	Martin Wright	Members & Staff Training - Tr...	-5.60
27/03/2017	300727	Anthony Kimber	Neighbourhood Plan- Statione...	-49.91
27/03/2017	300728	British Gas	Town Hall Electricity Bill - Fin...	-29.04
31/03/2017			Service Charge	-34.20
Total Unity Trust Bank Current				-24,909.84
TOTAL				-24,909.84

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Rye Town Council
Statement of Income
February through March 2017

Date	Memo	Amount
Unity Trust Bank Current		
01/02/2017	Heritage Centre - VAT ...	1,087.07
07/02/2017	TH Hire Wedding	300.00
09/02/2017	TH Hire Wedding	350.00
14/02/2017	TH Hire Wedding	325.00
14/02/2017	TH Hire Wedding	300.00
16/02/2017	TH Hire Wedding	350.00
20/02/2017	Cottage Rent	1,150.00
07/03/2017	TH Hire Wedding	325.00
08/03/2017	TH Hire	434.00
13/03/2017	TH Hire Wedding	325.00
13/03/2017	TH Hire Wedding	325.00
15/03/2017	TH Hire Wedding	300.00
17/03/2017	Neighbourhood Plannin...	2,600.00
20/03/2017	TH Hire Wedding	225.00
21/03/2017	Cottage Rent	200.00
22/03/2017	TH Hire Wedding	300.00
22/03/2017	Cottage Rent	1,150.00
28/03/2017	TH Hire Wedding	300.00
Total Unity Trust Bank Current		10,346.07
TOTAL		10,346.07

PR01 5.1(b)

Rye Town Council Budget Monitor

April 2016 through March 2017

	Apr '16 - Mar 17	Budget
Ordinary Income/Expense		
Income		
Bank Interest	25.12	
Cottage Income	12,053.85	10,800.00
CTS Grant	4,101.85	4,102.00
Discounted Accommodation ...	209,926.50	
FG Field	500.00	500.00
Heritage Centre Income	0.00	1,980.00
Interest	523.94	1,700.00
Mayor's Allowance	80.00	
Miscellaneous Income	263.72	375.00
Neighbourhood Planning Inc...	2,600.00	
New Events SLA Income	9,000.00	
Precept	122,100.00	122,100.00
Previous Financial Year 2014/...	0.00	0.00
Town Hall Hire		
Weddings	20,850.00	22,050.00
Town Hall Hire - Other	898.75	275.00
Total Town Hall Hire	21,748.75	22,325.00
Town Steward Grant	422.37	
Total Income	383,346.10	163,882.00
Expense		
Access	615.00	4,000.00
Advertising & Publicity		
Weddings	1,426.00	2,900.00
Advertising & Publicity - Ot...	2,517.78	2,950.00
Total Advertising & Publicity	3,943.78	5,850.00
Alarm		
Alarm (Burglar)	222.00	0.00
Alarm (Fire)	372.00	0.00
Alarm - Other	0.00	750.00
Total Alarm	594.00	750.00
Assets Valuations	0.00	930.00
Audit		
External	800.00	600.00
Internal	310.00	310.00
Total Audit	1,110.00	910.00
Bank Charges	103.25	25.00
Ceremonies Licence	0.00	550.00
Civic Fund	639.58	600.00
Community Transport	2,000.00	2,000.00
Contingency	0.00	0.00
Cottage		
Other	174.91	
R/R	860.00	2,000.00
Cottage - Other	90.86	
Total Cottage	1,125.77	2,000.00
Discounted Accommodation	400.00	2,000.00
Domestic Supplies	575.95	500.00
Elections	4,310.83	0.00
Emergency Planning	0.00	100.00
F G Field	0.00	500.00
Fingerposts	0.00	250.00
Grants	10,595.76	3,000.00
Grounds Maintenance	681.66	900.00
Heritage Centre		
Repairs	0.00	0.00
Total Heritage Centre	0.00	0.00
Highways Fund	0.00	0.00
Honoraria	0.00	735.00

Rye Town Council
Budget Monitor
 April 2016 through March 2017

	Apr '16 - Mar 17	Budget
Insurance	4,977.08	5,900.00
Light & Heat	2,282.06	2,850.00
Maintenance	85.00	
Mayor's Allowance	2,089.37	2,850.00
Members & Staff Expenses	173.33	280.00
Members & Staff Training	235.60	100.00
Miscellaneous Expenses	641.11	500.00
Neighbourhood Planning	3,932.51	
New Events SLA	5,236.00	
Non-Domestic Rate	5,203.00	5,225.00
Office Equipment	474.72	750.00
Professional Fees		
Accounting	2,040.00	
Professional Fees - Other	708.33	3,470.00
Total Professional Fees	2,748.33	3,470.00
Robes & Regalia	3,433.27	1,800.00
Rye Christmas Festival	516.62	3,000.00
Salaries	91,550.82	86,794.00
Skatepark		
Maintenance	2,685.00	
Skatepark - Other	86.50	1,500.00
Total Skatepark	2,771.50	1,500.00
Stationery, Printing & Postage	2,365.39	3,050.00
Street Furniture	307.40	0.00
Subscriptions	1,769.56	1,863.00
SWA	842.04	875.00
Telephone	2,035.51	1,975.00
Tilling Green sign	0.00	1,000.00
Town Hall		
R/R	6,792.02	10,000.00
Town Hall - Other	167.86	
Total Town Hall	6,959.88	10,000.00
Town Steward	4,019.41	4,500.00
Web Site	237.50	0.00
Weddings		
Licence	1,850.00	
Weddings - Other	27.50	
Total Weddings	1,877.50	
Winter Maintenance	116.00	
Total Expense	173,576.09	163,882.00
Net Ordinary Income	209,770.01	0.00
Profit for the Year	209,770.01	0.00

PRO1

S.2 (b)

2:12 PM
10/05/17
Accrual Basis

Rye Heritage Centre
Income by Customer Summary
February through March 2017

	<u>Feb - Mar...</u>
Bellerbys Colle...	52.50
Brook Green UK	47.50
CLC	39.17
Contacts in Bri...	81.67
Embassey CES	30.00
Envol Espace	35.00
Europe Incoming	108.34
P G Trips	87.50
Reiskundig N.L	112.50
Rye Museum	78.30
T Bourne and S...	151.67
Thomas A Kem...	312.74
Till takings	9,455.71
Voyages Catteau	38.33
TOTAL	<u>10,630.93</u>

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2:11 PM
10/05/17
Accrual Basis

Rye Heritage Centre
Expenses by Supplier Summary
February through March 2017

	<u>Feb - Mar...</u>
Ahmad Tea	330.86
Aurora World	184.80
B & J Hargreaves	101.40
Bargain Box	2.68
British Telecom	359.60
Dunelm Mill	2.99
Elgate	361.58
Heritage Centre	13.74
HM Revenue & Custo...	901.92
intypeibra	369.00
James Dean Pottery	282.20
Jempsons	11.57
John Griffiths	55.92
Lee Gone Publications	348.70
Mr P Ridgers	40.00
Nat West	54.74
Paul Goring	120.00
Peter Cosstick	311.67
Philip Mansergh	21.84
Post Office	4.44
Puckator Ltd	733.99
Romney Marsh Cera...	33.00
Rye Heritage	1.28
Sainsbury's	3.00
Smudge	280.80
Southern Water	62.21
Wages	9,005.72
Worldpay	140.76
ZefWeb Design	95.00
TOTAL	<u>14,235.41</u>

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2:18 PM
10/05/17
Accrual Basis

Rye Heritage Centre
Profit & Loss Budget vs. Actual
April 2016 through March 2017

	<u>Apr '16 - Mar 17</u>	<u>Budget</u>	<u>£ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
Bank interest	12.83	15.00	-2.17	85.5%
Vatable sales (model and gifts)	88,026.38	100,216.00	-12,189.62	87.8%
Zero sales (books etc)	23,296.64	26,800.00	-3,503.36	86.9%
Total Income	<u>111,335.85</u>	<u>127,031.00</u>	<u>-15,695.15</u>	<u>87.6%</u>
Cost of Goods Sold				
Shop purchases	34,757.60	37,500.00	-2,742.40	92.7%
Total COGS	<u>34,757.60</u>	<u>37,500.00</u>	<u>-2,742.40</u>	<u>92.7%</u>
Gross Profit	<u>76,578.25</u>	<u>89,531.00</u>	<u>-12,952.75</u>	<u>85.5%</u>
Expense				
Advertising	950.00	2,500.00	-1,550.00	38.0%
Alarms	486.00	650.00	-164.00	74.8%
Bookkeeping and accountancy fee	1,300.00	2,500.00	-1,200.00	52.0%
Cleaning	179.21	450.00	-270.79	39.8%
Comp Costs & Web Site	144.99	300.00	-155.01	48.3%
Credit Card / Bank Charges	2,165.17	2,800.00	-634.83	77.3%
Entertainment/ref	0.00	250.00	-250.00	0.0%
Events - Ghost Tours	747.50	500.00	247.50	149.5%
Light and heat	2,555.24	3,400.00	-844.76	75.2%
Membership fees	0.00	0.00	0.00	0.0%
Music in Store	308.30	530.00	-221.70	58.2%
Payroll Expenses	54,685.91	50,450.00	4,235.91	108.4%
Postage HC	123.32	200.00	-76.68	61.7%
Postage Stamp Retail Costs	3,301.61	4,100.00	-798.39	80.5%
Printing Costs	0.00	450.00	-450.00	0.0%
Rates	10,809.75	11,000.00	-190.25	98.3%
Repairs & Renewals Audio	0.00	200.00	-200.00	0.0%
Repairs & Renewals Model	2,178.00	2,666.00	-488.00	81.7%
Repairs & Renewals Office Equip	25.00	250.00	-225.00	10.0%
Repairs & Renewals Premises	109.00	800.00	-691.00	13.6%
Staff Training	0.00	250.00	-250.00	0.0%
Staff Uniform	201.50	300.00	-98.50	67.2%
Stationery/ Sundry Items	367.70	1,000.00	-632.30	36.8%
Telephone/Internet	1,896.06	1,700.00	196.06	111.5%
Travel expenses	0.00	100.00	-100.00	0.0%
Water Rates	188.33	190.00	-1.67	99.1%
Total Expense	<u>82,722.59</u>	<u>87,536.00</u>	<u>-4,813.41</u>	<u>94.5%</u>
Net Ordinary Income	<u>-6,144.34</u>	<u>1,995.00</u>	<u>-8,139.34</u>	<u>-308.0%</u>
Profit for the Year	<u>-6,144.34</u>	<u>1,995.00</u>	<u>-8,139.34</u>	<u>-308.0%</u>

ACCOUNT BALANCES AS AT 31 MARCH 2017

	Balance	Notes
TOWN HALL		
Co-op current a/c	8,396.79	
Unity Trust current a/c	275,630.09	
Petty cash	1.46	
National Savings (0.30% gross)(mth notice)	1,023.03	
Fixed Rate Bond	46,637.62	
Fixed Rate Bond	30,804.70	
Total TH	362,493.69	
HERITAGE CENTRE		
Current/Business Reserve a/c (.05% gr)	24,488.18	
Petty cash	82.59	
TOTAL TH & HC	387,064.46	
OTHER ACCOUNTS (CHARITY FUNDS - for information)		
Rye Relief in Need		
Nationwide	41.44	<i>To be transferred</i>
CafCash	11,462.03	
Fixed Bond (1.75% gr)	60,000.00	
Total Rye Relief	71,503.47	
TOTAL FUNDS	458,567.93	

PR01

5.4

PR01 5.4

	at 31.3.16	Provided	Used	at 31.3.17
RYE TOWN COUNCIL EARMARKED RESERVES				
EARMARKED RESERVES (2016-17)				
ASSET RENEWAL RESERVES				
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	6,792	28,761
Capital Fund Cottage	0	2,000	860	1,140
Town Hall Office Equipment	0	750	475	275
Robes & Regalia	2,551	1,800	3,433	918
Black & Silver Finger Posts (3.2.03)	572	250	0	822
Skate Park	2,830	1,500	2,772	1,558
Street Furniture	2,900	0	307	2,593
Discounted Accommodation (loan)	0	209,927	0	209,927
Freda Gardham Playing Field	0	500	0	500
	64,996	226,727	14,639	277,084
OTHER EARMARKED RESERVES				
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	4,311	2,869
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	236	533
Quality Council LAA grant	766	0	0	766
Ceremonies Licence	1,100	550	1,650	0
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	238	1,798
Winter maintenance	1,036	0	116	920
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	2,696	8,663
Grounds maintenance	0	900	551	349
Public conveniences	5,000	0	0	5,000
Emergency planning	600	100	0	700
Grants - General	7,100	3,000	10,100	0
Grants - New Events Fund	356	0	0	356
Access	0	4,000	615	3,385
Rye Christmas Festival	0	3,000	517	2,483
Tilling Green sign	0	1,000	0	1,000
Fiddimore Mayoral Allowance balance	0	2,401	0	2,401
Town Steward	0	4,500	4,019	481
TOTAL EARMARKED RESERVES	152,727	251,310	39,688	364,349

5.5 FUTURE FUNDING REQUIREMENTS

The notes to the 2017-18 Town Hall budget highlighted the impact on the General Reserve of the Council's spending plans up to 31 March 2018.

Since the TH and Heritage Centre Budgets for 2017-18 were adopted, additional actual/potential pressures on the Council's finances have emerged – including:

- The Registry Office continuing to raise its wedding/civil partnership charges (by 5-10%) and, from June 2017, requiring full payment at the time of booking (up to 31 May a deposit system operates). These have the potential to deter bookings at approved venues – such as Rye TH.
- A number of staff on 12-month contracts are joining the Council's pension scheme.
- Early indications are that the HC will struggle to generate a surplus in 2017-18.
- The rise in CPI (and RPI) – currently forecast to continue until autumn/winter 2017 - will result in higher than usual salaries in 2018-19.

In order to assist with financial planning it is proposed that, with effect from the next PRGP Committee meeting, Members be presented with a monthly cash flow forecast covering the remainder of the financial year (and part of the new financial year once the annual budgets and precept have been agreed).

**RYE TOWN COUNCIL
WORK PROGRAMME as at 15 May 2017 PR01 Item 6**

PR01

6

Task/Project	Outline	Target/review	Status	Notes
Access (TH)	Ascertaining feasibility of solid handrail to Chamber staircase.	June 2017	BEHIND SCHEDULE Awaiting response from Conservation Officer.	Needs to be chased
Acoustics	Improving speech audibility in Chamber – inviting specialist	April 2017	BEHIND SCHEDULE Now likely to be June 2017	
Annual Accounts & Audit 2016-17	Drafting TH and HC Accounts for internal and external audit	30 June 2017	ON SCHEDULE	
Antechamber window	Replacement of defective sashes	April 2017	BEHIND SCHEDULE Installation date: 22.5.17	
Assets revaluations		Autumn 2017	ON SCHEDULE Residential and commercial property valuations obtained. Other valuations outstanding.	Estimates required
Assistant Town Steward	Recruiting for 2017 (seasonal – 8 months)	March 2017	COMPLETED	
Cupola	Restoration	Autumn 2017	BEHIND SCHEDULE Two specification of works quotes received	To be delegated.
Discounted accommodation	Purchasing one dwelling to let at discounted rent and issuing tenancy	September 2017	ON SCHEDULE Purchase completed; advice from lettings agent obtained; legal advice on tenancy criteria awaited	
Ferry Road Nursery	Purchase of freehold	31 May 2017 (RDC request)	BEHIND SCHEDULE Now likely to be June 2017	
Heritage Centre structural maintenance	Re-pointing; repainting of signage; cladding repairs; Model vent repairs; re-painting (exterior)	April 2017	COMPLETED	
Heritage Centre – Telephones & IT	Identifying a cheaper telephone provider and updating IT hardware & software	Autumn 2017	ON SCHEDULE	
Heritage Centre (structure)	Investigating alternative governance structures	September 2017	See HC Options WG	

HC Options WG	Explore future options for building	September 2018	AMENDED SCHEDULE 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	BEHIND SCHEDULE	
Landgate Tower	Restoration	TBD	RDC continuing to explore Historic England Funding before consulting on a Landgate Vision document with partners.	
Lion Street	Seeking advice on addressing deliveries problems	TBD	CCTV company to present to P+T Committee in June.	
Mayor Making	Meeting and community event	1 May 2017	COMPLETED	
Neighbourhood Plan	Attending SG meetings and monitoring progress	Estimated c4-year period (summer 2013-autumn 2017)	BEHIND SCHEDULE Another grant to sought from Locality for pre-Reg 14 consultation preparation.	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	BEHIND SCHEDULE	
Terms and conditions of employment (TH)	Updating job descriptions following staffing review	April 2017	BEHIND SCHEDULE	
TH office reorganisation and redecorating	Improve efficiency and appearance	Summer 2017	ON SCHEDULE Replacement telephone system (including cat 5 cabling) ordered. IT equipment to follow.	
Web site (TH)	Replacement	February 2017	BEHIND SCHEDULE Some content written; .gov domain management problem rectified.	Current TH web site back on line
Wish Ward – land adjacent	Transfer from RDC	Spring 2017	BEHIND SCHEDULE Reason for delay being sought.	Purchase price: £12,000

8 PROVISION OF DISCOUNTED ACCOMMODATION

In accordance with the Council's wishes, an opinion on RTC's Tenancy Eligibility Criteria has been sought from Harris & Rigby (H&R).

Given the unusual nature of the proposed tenancy, H&R has recommended obtaining an opinion from someone specialising in housing law to be certain that RTC is not at risk of inadvertently breaching equalities, data protection and tenancy legislation.

In relation to the first two of these, in theory, it should not be because equalities legislation disregards age and RTC is not intending to seek personal information on applicants from the Police/Registered Social Landlords - ie the Council will be relying on shortlisted applicants making honest disclosures in relation to ASBOs etc.

H&R recommended also that advice be sought on the most appropriate type of tenancy for a continuous period of occupation up to 5 years.

H&R takes the view that, at a rental of 90% of the market rent, interest is likely to be very high.

It has suggested that the proposed 'Deposit Reserve' (RTC putting a proportion of the rent paid to one side) is unnecessary – and potentially problematic: who owns the interest?; does the reserve have to be protected?; is it taxable when 'released' to the tenant; is it a gift?; its release is likely to affect benefit entitlement; what forms of (mis) behaviour would prevent the outgoing tenant from accessing the Reserve?

Given the anticipated level of interest, H&R would not have time to participate in an assessment panel – and has suggested that, if appointed, it should sift through the applications initially and then pass them to the TH to assess and, perhaps determine a 'top 3' of those most closely matching the priority criteria – with H&R providing professional advice when needed – before taking over the usual credit referencing and affordability checks.

Once legal advice has been received it may be necessary to arrange a Council meeting to finalise the eligibility criteria and operation of the scheme.