



RAYLEIGH TOWN COUNCIL
The Pavilion, King George V Playing Field, Bull Lane,
Rayleigh, Essex, SS6 8JD
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Dear Member,

You are hereby summoned to a meeting of the Town Council to be held on **Monday 17th January 2022 at 7.30pm** at the **Megacentre. 7 Brook Rd, Rayleigh SS6 7UT** for the transaction of business as set out below. You will be asked to wear a mask while in the building.

The public and press are welcome to attend and the meeting.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'M Letch', with a large checkmark-like flourish at the end.

Mr M Letch
Locum Clerk 13th January 2022

Councillors: D Belton, S Belton, J Burton, C Callis, E Callis, R Dowell, R Dray, J Jacobs, R Lambourne, J Lumley, D Mercer, R Milne, J Newport, S Page, C Pavelin, C Roe, B Smart, J Sawford, D Sperring, C Stanley, J Waight, I Ward.

AGENDA

- 1/22 Those present and apologies for absence.**
Motion. The council to record and accept apologies for absence.
- 2/22 Declaration of members' interests.**
Members of the Council are subject to paragraphs 6 (DPIs), 7 (Other Pecuniary Interests) and 8 (non-pecuniary interests) of that Code. Members are also subject to paragraphs 9-11 of that Code as regards declaration of interests and participation in the meeting insofar as any item of business involves such an interest.
- 3/22 Public forum.**
The meeting shall be adjourned for 15 minutes for members of the public to speak on matters relating to this agenda. A maximum of 2 minutes will be allowed per speaker.
- 4/22 Minutes of Town Council meeting**
Motion. The Council approves the version 1.1 of the minutes of the Town Council meeting that was held on 29th November 2021 as a true record.

5/22 Finance

- a. To receive a list of all payments up to the end of November 2021.
- b. To receive a list of budgetary information on all accounts.

Motion. The Council notes the budgetary information for November 2021 and confirms that the account balance of £373,663.62 agrees with the reconciliation and noting the difference of £266.06 being a cheque incorrectly processed by the bank and awaiting resolution.

6/22 Correspondence

Frequency of buses.

7/22 Consultations

Regional transport strategy.

8/22 Agenda management

- a. Committee membership

Motion. The council approved the committee membership as published.

- b. Programme of meetings 2022

Motion. The Council approves the programme of meetings for 2022.

9/22 To receive a verbal report on the welcome back fund bid.

10/22 To note the award of a food support fund grant of £2250.00.

11/22 To consider adopting a co-option policy.

Motion. The council approves the co-option policy for adoption.

12/22 To consider adopting a motion template for full council.

Motion. The Council will adopt the published motion template for requesting items on the council agenda.

13/22 Trinity Fair.

Motion. The 2022 Trinity Fair will be the Trinity and Jubilee Fair. Proposer Cllr Smart.

14/22 Grant applications.

Motion. The council approves the grant awards as published.

15/22 To note minutes from Planning & Highways committee.

16/22 To note minutes from the Open Spaces Committee.

17/22 To note the minutes of the personnel committee meeting.

- a. **Motion.** Michael Letch is reappointed for a further year as locum clerk, proper officer, and responsible financial officer. Proposer Cllr Lumley

18/22 Chairman's Engagements

Members to note that the Town Council Chairman attended the following engagements
Holocaust memorial day on 24th January.
Festive display presentation.

19/22 Items for next agenda.