



RAYLEIGH TOWN COUNCIL

The Pavilion, King George V Playing Field, Bull Lane,

Rayleigh, Essex, SS6 8JD

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You are hereby summoned to a meeting of the Policy and Finance Committee to be held on Monday 30th January 2023 at 7.30pm at The Pavilion, King George V Playing Field, Bull Lane, Rayleigh, Essex, SS6 8JD (entry via Websters Way) for the transaction of business as set out below.

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

Yours sincerely,

A handwritten signature in black ink, appearing to read 'M Letch', written over a white rectangular background.

Mr M Letch

25th January 2023

Councillors: E Brewer, J Burton, R Dray, J Jacobs, S-J Page, C Pavelin, R Lambourne, J Lumley, C Stanley, I Ward. Ex Officio Cllrs D Mercer, D Belton.

PF1/23 Those present and apologies for absence.

Motion. The council to record and accept apologies for absence.

PF2/23 Declarations of 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.

PF3/23 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.

PF4/23 Minutes of last meeting.

Motion. The minutes of the Policy & Finance committee meeting held on 28th November 2022 are approved as true record.

PF5/23 Budgets

To note publication of the precept for 2023 -2024

PF6/23 To consider adopting revised standing orders

Motion. The committee adopts version 1.0 of the standing orders.

PF7/23 To consider adopting revised financial regulations

Motion. The committee adopts version 1.0 of the financial regulations.

PF8/23 To consider adopting a statement of internal control for 2023-4

Motion. The committee adopts the statement of internal control on 2023-4.

PF9/23 To consider appointing a solicitor to draw-up a sublease for the football clubs sublease of John Fisher play area.

Motion. The committee appoints BTMK solicitors to draw-up a sublease based on the

PF10/23 Personnel Meeting

The personnel meeting on 20th January was held by Zoom and the following resolutions require ratification by an in-person meeting.

a. To approve the resolution

The committee recommends joining the Society of Local Council Clerks at an annual fee of £251 to access the training and support available for the CiLCA. Proposed Cllr Lumley, seconded Cllr Newport and carried unanimously.

b. To approve the resolution

The committee recommends appointing SLCC to deliver the CiLCA training modules. Propose Cllr Lumley, seconded Cllr Newport and carried unanimously.

c. To approve the resolution

The Committee recommends allocating two days a week onsite or remote as required by the clerk with additional support available with the approval of the personnel chair. Additional support on specific projects will be charged to the project with the agreement of the responsible committee chair. Proposed Lumley seconded Cllr Belton and carried unanimously.

PF11/23 Grants

Motion. The committee approves the schedule of grants for payment.

PF12/23 To consider timescale to reapply for general power of competence.

There are two criteria to fulfil: an elected membership and a qualified clerk. The council can expect to achieve the power within the year and can now start considering which projects to take forward under the power.

PF13/23 Items for next agenda.