



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 24th April 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 be 'EK'.

E Ketley
19th April 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.

PF14/23 Those present and apologies for absence.

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

PF15/23 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.

PF16/23 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.

PF17/23 Minutes of last meeting.

Motion. The minutes of the Policy & Finance committee meeting held on 30th January 2023 are approved as true record.

PF18/23 Minutes of IT Sub-Committee Meeting 15th March 2023

To approve the recommendations made by the IT Sub-Committee on their meeting on 15th March 2023 :-

- a. Shared file access to be restored to all Councillors for Councillor files using Office 365 simple sharing linked to e-mail accounts.
- b. Subscribing to Rialtas online accounting at a cost of £1500 per annum.
- c. SSL certificate to be requested via Let's Encrypt without fee if we can obtain relevant DNS information.
- d. Allocation of email addresses for all councillors.
- e. Engagement of IT support and cyber security.
- f. To refer consideration of a revised business continuity plan to Policy & Finance Committee.

PF19/23 Budgets

Consider adjusted budget for 2023 -2024.

PF20/23 Review of policies.

- a. To consider a revised freedom of information policy.
- b. To review the community engagement strategy
- c. To consider a revised grant funding policy

PF21/23 Insurance

To consider insurance obligations of the Council.

PF22/23 BTMK solicitors has been appointed to draw-up a sublease for the football club's sublease of John Fisher play area.

To note. A sub lease is being prepared in anticipation of the football club forming a legal company competent to enter into lease.

PF23/23 Personnel Meeting

To note the minutes of the Personnel Committee meeting on 28th March 2023.

PF24/23 AGAR

To consider 2021-22 AGAR report from PK Littlejohn, noting any comments and actions emerging from the report.

To note that the report should have been considered in audit year 2021-22 but was received six months late.

To consider challenging the 'except for' items concerning the management of the KGV accounts.

PF25/23 Items for next agenda.