



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 12th June 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

7th June 2023

Councillors: E Brewer, J Burton, E Callis, R Dray, R Lambourne, J Lumley, D Mercer, S-J Page, C Pavelin, C Stanley, I Ward.

PF26/23 Appointments

Election of a Chair.

Appointment of a Vice Chair.

PF27/23 Those present and apologies for absence.

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

PF28/23 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.

PF29/23 Code of Conduct

To note that the meeting will be carried out under the terms of the Local Government Association and Rayleigh Town Council's Code of Conduct policy.

PF30/23 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.

PF31/23 Minutes of last meeting.

Motion. The minutes of the Policy & Finance committee meeting held on 24th April 2023 are approved as true record.

PF32/23 Committee Membership

To note the new committee membership.

PF33/23 IT Improvements

To note that an online Rialtas system has been ordered with an imminent IT meeting to finalise details for IT improvements.

PF34/23 Financial Matters

Payment lists for April 2023.

Budget Report

Bank Reconciliations

Bank Statements and Balances:

R.T.C. Unity £276,395.96

R.T.C. Unity Instant £4,579.20

Nat West £21,682.71

K.G.V. Trust £94,182.50

PF35/23 King George V Trust

Assets were split prior to year-end.

PF36/23 To approve a programme for reviewing all policies annually.

PF37/23 Review of policies.

The revised Grant Funding Policy to be considered.

Motion. To accept the Grant Funding policy.

Motion. The community and engagement policy is adopted as published.

Motion. The risk assessment is accepted as published.

Media Policy and Community Engagement Strategy to be revised with input from Councillors to be considered.

PF38/23 Insurance

To note that our insurance company has confirmed in writing that all assets owned by Rayleigh Town Council or as Trustees to King George V Trust are covered by the present policy.

PF39/23 CCTV

To note that Rochford District Council are working on the provision of the CCTV project in Rayleigh High Street with the expectation that Rayleigh Town Council will be responsible for the monitoring costs.

PF40/23 Sub-Lease of John Fisher Park

To note. A draft sub-lease has been prepared as per attached.

PF41/23 Internal Audit

To note that the internal audit has been booked for 15th June 2023.

PF42/23 Civility and Respect

To consider signing up to Civility and Respect Pledge as supported by the National Association of Local Councils and Society of Local Councils Clerks.

PF43/23 Items for next agenda.