



RAYLEIGH TOWN COUNCIL
The Pavilion, King George V Playing Field, Bull Lane,
Rayleigh, Essex, SS6 8JD
Tel: 01268 741880
Email: clerk@rayleightowncouncil.gov.uk
www.rayleightowncouncil.gov.uk
VAT number: 830 7558 23

Dear Member,

You are hereby summoned to a meeting of the Town Council to be held on **Monday 10th July 2023 at 7.30pm** at The Pavilion, King George V Playing Field, Bull Lane, Rayleigh, SS6 8JD (entrance via Websters Way) for the transaction of business as set out below. The press and public are welcome to attend.

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Yours sincerely,

Ms E Ketley
Town Clerk 5th July 2023

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

AGENDA

- 75/23 Those present and apologies for absence.**
Motion. The council to record and accept apologies for absence.
- 76/23 Declaration of members' interests.**
Members of the Council are subject to paragraphs 6 (DPs), 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.
- 77/23 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.
- 78/23 Presentation of Chairman's Charity Award.**
Presentation to Shelley Blackburn for her work for Music for the Brain.

- 79/23 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.
- 80/23 Minutes of Town Council**
Motion. The Council approves and sign the minutes of the Full Town Council meeting that was held on 15th May as a true record.
- 81/23 Councillor Mercer Past Chairman’s Badge**
Councillor Mercer to be presented with the Past Chairman’s Badge.
- 82/23 Chairman’s Engagements**
17th May Dementia Action Week in the Highstreet with Cllrs Page, Smart, Brewer and Belton
18th May Dark Soul Tattoo Parlour to congratulate them on raising £5k for MIND Charity
21st May 1st Rayleigh Scout Group Fundraising event
10th June Rayleigh Methodist Church and Little Havens Fundraising Day
11th June Trinity Fair
14th June Met with the Market Stall Holders
15th June Marcos 20th Anniversary Celebration
17th June Community Litter Pick at John Fisher
1st July Mushroom and Friends of Holy Trinity Show
3rd July Nanny Kays Farm Shop to congratulate them on winning the best farm shop in Essex
6th July Quiz Night Fundraising for my Chairmans Charity
7th July Essex County Council Chairman’s Annual Reception
8th July Salvation Army 100th Anniversary concert
9th July Rochford District Council Chairmans Lunch
- 83/23 District and County Councillor’s updates.**
To receive a short report on matters relating to Rayleigh.
- 84/23 Working Group Updates.**
To receive a short report from working groups and agree members of the Members Allowance Working Party and Town Centre Improvement Working Party.
- 85/23 Outside Organisation Updates**
To receive short Councillor reports from relevant outside bodies.
- 86/23 Schedule of meetings for 2023 – 2024**
The date of the next planning meeting has been amended to 31st July.
Motion. The Council approves the 2023 -24 timetable of meetings.
- 87/23 Community Safety Sub-Committee**
Motion. To form the Community Safety Sub-Committee as per the minute reference **COM19/23** at the Communities Committee meeting on 19th June 2023, which will report to the Communities Committee.

88/23 Dementia Friendly Event
Councillor Brewer to give an update regarding future Dementia Friendly Town event/s with aid of Sanctuary Grant.
Motion. Should a Sanctuary Grant be successful to continue with Dementia Friendly Town event/s.

89/23 Personnel Committee
To agree membership of the Personnel Committee and whether to retain membership for the sake of continuity as proposed by the Personnel Committee meeting on **PER 16/23**.
Motion. To retain the existing membership of the Personnel Committee.

90/23 Finance
To receive a list of all payments up to the end of May 2023.
To receive a list of budgetary information on all accounts.

Bank balances as of 31st May 2023:

RTC Savings Account	£166,477.60
RTC Current Account	£130,685.34
RTC Deposit Account	£104,579.20
RTC NatWest Current	£21,682.71
KGV Current Account	£105,182.50

Motion. The Council notes the budgetary information and confirms the working account balance

91/23 To receive Internal Audit Report
To note internal audit.
Motion. To book a mid-year internal audit in October 2023.

92/23 External Audit Report
To note that details have been submitted.

93/23 Essex Youth Services
As per Environment minute reference **EOS28/23** to decide whether to continue using Essex Youth Services at King George V Playing Field and increase the budget accordingly by £4549.
Motion. To continue using Essex Youth Services at and adjust the budget spend by £4549.

94/23 UK Shared Prosperity Fund
To note that the grant appears to be successful but to be finalised to allow for the Street Light painting in the town centre.

95/23 Play Equipment King George V Playing Field
To note that the Environment Committee minute reference **EOS32/23** play equipment quote was unanimously agreed.

- 96/23 Cloud Based Accounting Software**
As directed by IT-Sub Committee and Policy and Finance minute reference **PF33/23** to order Rialtas Cloud based accounting package and adjust the annual budget spend accordingly by £2448.
- 97/23 Civility and Respect Pledge**
Motion. To sign up to the Civility and Respect Pledge as supported by the SLCC and NALC as proposed by the Policy and Finance minute reference **PF42/23**.
- 98/23 Correspondence**
None this month
- 99/23 Consultations**
None this month
- 100/23 To Note and Ratify Committee Minutes :**
Planning Committee minutes of 5th June 2023
Policy and Finance minutes of 12th June 2023
Communities Committee minutes of 19th June 2023
Annual Town of 27th April 2023
- 101/23 Items for next agenda.**