



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 25th September 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 September 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.

PF44/23 Those present and apologies for absence.

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

PF45/23 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.

PF46/23 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.

PF47/23 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.

PF48/23 Minutes of last meeting.

Motion. The minutes of the Policy & Finance committee meeting held on 12th June 2023 are approved as true record.

PF49/23 Grants Received

To consider the 8 grant applications received to date.

- St. Nicholas Church (Churches are unable to receive grants from Council's, Church not located within Rayleigh and not a charity).
Grant requested "as much as possible".
- Music for The Brain – (no specific project & not a registered charity).
Grant requested = £5,000
- 2nd Rayleigh Holy Trinity Scout Group – charity no. 1032521 (to keep subscription costs down, no specific project).
Grant requested= £850
- Rayleigh & Castle Point Divisions of Girl Guides – registered charity 302071 to purchase 31 mattresses for premises at Hockley. Confirmation of 2,500 residents that benefit requested but no reply received.
Grant request = £2,505.44
- Rayleigh, Rochford and District Association for Voluntary Service – registered charity no. 1113433, project = marketing materials
Grant requested = £850
- Bar "n" Bus – charity no. 1055210, project = self-defence funding for 10 young women.
Grant requested = £500.
- Men's Shed Rayleigh Weir – not registered charity, project = awning, presently benefits 23 residents.
Grant requested = £1,000.
- Essex and Herts. Air Ambulance Trust – registered charity no. 1108989, for general operational costs, potentially benefitting all residents.
Grant requested = £500.

PF44/23 Grant Allocations 2024 - 25

To consider whether to reduce allocations from £15,000.

PF45/23 Review of policies.

Motion. The revised Community and Engagement Strategy is accepted as published.

Motion. The reviewed Media Policy is accepted as published.

Two versions of the present and previous grant policy to be assessed for suitability.

Motion. A Grant Policy is accepted as published.

Motion. The risk assessment is accepted as published.

Motion. The E-mail and disclaimer policy is accepted as published.

Motion. To accept a Councillor apologies procedure for meetings.

Health and Wellbeing Policy – to note that the NALC & SLCC and Work Nest do not have a standard template.

To consider a Dogs on Leads Policy at KGV Playing field after incidents in July and August.

PF46/23 Card Payment

The Finance Office has reviewed options with a recommendation from other Clerks of an Equals Money debit card. Cost £10 per card, annual fee waived.

Motion. To apply for an Equals Money debit card.

PF47/23 Purchase Ledger

Consideration of a purchase ledger at the cost of £1500 per year.

Motion. To maintain a purchase list, which is free of cost.

PF48/23 Banking Signatories

To consider additional online signatories to enable tighter controls.

Motion. To appoint three more signatories.

PF49/23 IT Sub-Committee

Telecommunications

To note that the provider has now completed staff training.

Councillor Folders

Access to agenda and minutes available on both the website and online access.

Councillor .gov e-mail

E-mail addresses given.

Audio-Minutes

A new application has been created with better sound system which is to be tested.

Security

Options have been identified to be considered.

PF50/23 Budget

To note that Committee budgets for 2024 – 25 will be agreed through the relevant committees after which the full budget will be considered.

PF51/23 Internal Audit

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

PF52/23 Items for next agenda.