



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 8th January 2024 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

3rd January 2024

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

PF80/24 Those present and apologies for absence.

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

PF81/24 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.

PF82/24 Code of Conduct

This meeting will be carried out under the terms of the Local Government Association and Rayleigh Town Council's Code of Conduct policy with all participants expected to behave in a professional and constructive manner.

PF83/24 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.

PF84/24 Minutes of last meeting.

Motion. The minutes of the Policy & Finance committee meeting held on 27th November 2023 are approved as true record.

PF85/24 Budget 2024 – 25

The Section 151 Officer of Rochford District Council has agreed the band D tax base of 12316.1 as of December 2023. The accepted proposed budget with an unchanged precept requirement of £473,405 for 2024-25 requires the band D Council Tax charge to be set at £38.44 which will be put to the next Full Council meeting.

PF86/24 Election Costs

To note that election costs for May 2024 have now been reported from Rochford District Council, which could be as much as £55,000 with no firm figure given due to variables.

PF87/24 Finance

To receive a list of all payments for the period November 2023.
To receive a list of budgetary information on all accounts.

Bank balances as of 31st December 2023 :

RTC Savings Account	£166,477.60
RTC Current Account	£111,421.67
RTC Deposit Account	£101,194.02
KGV Current Account	£26,440.92
Public Works Loan Board	- £100,000

PF88/24 Review of policies.

To consider the revised Community Engagement Strategy.

Motion. To accept the revised Community and Engagement Strategy is accepted as published with regular reviews.

To consider the updated Grant Policy.

Motion. To accept the revised Grant Policy.

Councillor - Officer Correspondence Procedure

To note that agreed correspondence procedures have been added to the Member Officer Relations policy confirming a procedure of Councillor correspondence with the office.

PF89/24 Purchase Ledger

Officer purchase ledger training has been booked to take place in January 2024.

PF90/24 IT Working Group

Meeting to be arranged 22nd January 6pm

PF91/24 UK Shared Prosperity Fund - Grants via Rochford District Council

Applications to Rochford District Council could be as early as February 2024. To discuss and put forward suggestions for a grant application to be approved at Full Council.

A survey of the public conveniences at the KGV field, which could be used to endorse a grant application if required, would cost £1250.

PF92/24 Snack Bar Rent

To note that a local estate agent has reviewed the approximate rent appropriate for the snack bar at The Pavilion, estimated it should be between £7,000 - £8,000 per year. This will be put to the Environment Committee when considering tenant applications.

PF93/24 Items for next agenda.