



RAYLEIGH TOWN COUNCIL
The Pavilion, King George V Playing Field, Bull Lane,
Rayleigh, Essex, SS6 8JD
Tel: 01268 741880
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VAT number: 830 7558 23

Dear Member,

You are hereby summoned to a meeting of the Town Council to be held on **Monday 22nd April 2024 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.

The public and press are welcome to attend and the meeting.

Yours sincerely,

A handwritten signature in black ink, appearing to be 'EK'.

Ms E Ketley
Town Clerk 17th April 2024

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

164/24 Those present and apologies for absence.

To note those present and apologies for absence.

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

165/24 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.

166/24 Code of Conduct/Civility and Respect

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 together with NALC's Civility and Respect pledge with all participants expected to behave in a professional and constructive manner.

- 167/24 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.
- 168/24 Minutes of Town Council**
Motion. The Council approves and sign the minutes of the Full Town Council meeting that was held on 12th February 2024 as a true record.
- 169/24 Chairman’s Engagements**
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| 15th February | RAVS grant presentation |
| 15th February | Visit to Rayleigh Community Boxing Club |
| 19th February | Visit to 1427 RAF Cadet Squadron |
| 23rd February | 1427 RAF Cadet Squadron Mess Dinner |
| 8th March | Opening of dementia cafe at Rosedale Court |
| 10 th -20 th March | Chairmans Charity Pop up shop |
| 11th March | Barnados opening |
| 11th March | School Quiz Final |
| 12th March | Funeral of Mike Letch |
| 14th March | Annual Town Awards |
| 20th March | Essex & Herts Air Ambulance grant presentation |
| 23rd March | Chairmans Charity Ball |
| 11th April | Mushroom Theatre 20th Anniversary |
| 13th April | Rayleigh Art Group Exhibition |
| 13th April | Ramblers Riding School |
| 14th April | Visit to local children raising money |
- 170/24 District and County Councillor’s updates.**
Cllr J Newport reported that Rochford District Council approved the funding for the street lights at Sweyne Park bridle. Officers are now working with UK power networks to establish the power supply as part of the survey.
- Cllr J Newport reported that Essex County Council ECC has a new member highways scheme which will include footpaths, potholes, street furniture, ditches and overgrown vegetation.
- Cllr E Brewer’s Dementia Friendly Town update circulated with agenda.
- 171/24 Working Group Updates.**
To note working group updates.
- 172/24 Outside Organisation Updates**
To note outside organisation updates.
- 173/24 Finance**
To receive a list of all payments for the period of February 2024.
To receive a list of budgetary information on all accounts.
Bank balances as of 29th February 2024:

RTC Savings Account	£166,477.60
RTC Current Account	£98,700.76
RTC Deposit Account	£71,194.02
KGV Current Account	£29,200.31
PWLB	-£100,000

Ear Marked Reserves £125,945.87

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

174/24 Financial Year End 2023-24

The financial year end and close of books has been arranged for 16th May 2024.

175/24 Internal Audit

The end of year internal audit has been booked for 22nd May 2024.

176/24 Proposed Meeting Schedule

Motion. To Accept the proposed committee meeting schedule for 2024-25.

177/24 Rochford District Council UKSPF

To note that two applications were made to Rochford District Councils UKSPF scheme whose outcome is due on 26th April 2024.

178/24 Audio-Visual

Research to the Owl-Labs audio visual equipment has found that the hearing loop works independently.

Motion. To purchase an Owl-Labs audio visual equipment for meetings.

179/24 Telephone Kiosk

The Communities Committee recommends under minute reference **COM39/24** to approve £2,728 spend to install a defibrillator at the adopted phone box on London Road.

Motion. To install a defibrillator at the adopted telephone box in London Road at a cost of £2,728 with the funds to be taken from the Community Safety EMR.

180/24 King George V Playing Field Kiosk

Under minute reference **PF116/24** the Policy and Finance Committee recommended an annual rent of £7,000 exclusive of utility charges but inclusive of business rates.

Motion. To agree the annual rent of £7,000 per annum for the King George V Playing Field Kiosk exclusive of utility charges but inclusive of business rate, with periodic reviews.

181/24 Grant Funding Balance

To consider the motion from Policy and Finance Committee minute reference **PF106/24**.

Motion. The balance of the 2023-24 grant budget is rolled over for use in the next financial year.

182/24 Apprenticeship Scheme

The Personnel Committee recommends the following motion under minute reference **PER 40/24**.

Motion. An accessible apprenticeship scheme to be advertised, with the intention of offering the position to the successful candidate in the autumn of 2024.

183/24 Terms of Reference

The Personnel Committee recommended that the Environment and Open Spaces Committee deals only with open spaces with all other items moving to the Communities Committee as per the attached terms of reference. The Allotments Sub-Committee thereby reporting to the Communities Committee.

Motion. To agree the new terms of reference for the Environment and Open Spaces Committee.

Motion. To agree the new terms of reference for the Communities Committee.

Motion. To agree new terms of reference for the Allotment Sub-Committee.

184/24 St John Fisher Site using Section 106 Money

To finalise a design for the John Fisher play area extension taking into consideration recommendations from Environment and Open Spaces Committee minute reference **EOS42/24**

Motion. Subject to s106 money being received, Rayleigh Town Council accepts the quote from HAGS contractor for the John Fisher play area scheme.

185/24 Street Art Project - The Calm Corner C.I.C.

Motion. To support the street art project by The Calm Corner CIC as outlined.

186/24 Consultations

National Grid Electricity Transmission (National Grid) has proposed a Norwich to Tilbury Scheme for the reinforcement of the high voltage power network in East Anglia between the existing substations at Norwich in Norfolk, Bramford in Suffolk, and Tilbury in Essex, together with connecting the new offshore wind generation.

10th April to 18th June 2024

<https://www.nationalgrid.com/electricity-transmission/network-and-infrastructure/infrastructure-projects/norwich-to-tilbury>

187/24 To Note and Ratify Committee Minutes :

To note and ratify all outstanding minutes of previous meetings of the following committees :

Planning Committee	5 th February, 3 rd March 2024
Policy and Finance	8 th January, 13 th February, 11 th March, 16 th April 2024
Communities Committee	19 th February, 15 th April 2024
Environment Committee	15 th January, 19 th March 2024
Personnel Committee	26 th February, 16 th April 2024

188/24 Items for next agenda.