



RAYLEIGH TOWN COUNCIL
The Pavilion, King George V Playing Field, Bull Lane,
Rayleigh, Essex, SS6 8JD
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8th May 2024

Dear Member,

You are hereby summoned to a meeting of the Annual Meeting of the Town Council to be held on **Monday 13th May 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.

Members of the public and press are invited to attend.

Please address any questions to the Town Clerk by 1.00pm on 10th May 2024

Yours sincerely,

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

Ms E Ketley
Town Clerk

Councillors: D Balding, E Brewer, J Burton, N Gallop, L Knell, N Knell, K Knight, R Lambourne, R Linden, J Lumley, R Milne, B Newport, J Newport, L Newport, M O'Leary, S-J Page, C Roe, C Stanley, M Sutton, M Vernon, I Ward, I Wilson, V Wilson.

All Members will be required to sign the Declaration of Office before this meeting commences, please arrive from 6.30pm. Please arrive to give time to conduct this matter.

AGENDA

1/24 Election of Chairman

- a. Closing remarks from the outgoing Chairman.
- b. To receive nominations for Chairman of the Council for the ensuing municipal year.

2/24 Declaration of Acceptance of Office

The Chairman will sign the Declaration of Acceptance of Office.

3/24 Appointment of Vice-Chairman

To consider nominations for Vice-Chairman of the Council for the ensuing municipal year.

- 4/24 Declaration of Member's Interests**
Declaration of interests by members for any item on this agenda.
- 5/24 Register of members interests.**
Members to note that the Town Clerk is due to write to all members to complete or update their Register of Interests.
- 7/24 Apologies for Absence**
To be notified to the Town Clerk in advance.
- 8/24 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
- 9/24 Minutes of Town Council**
Motion. The Council approves and sign the minutes of the Full Town Council meeting that was held on 22nd April 2024 as a true record.
- 10/24 Chairman's Engagements**
22nd March Easter Egg Hunt Presentation
23rd March St George's Flag Raising
- 11/24 Pro-Rata Representation of Committees**
To decide and put a motion forward as to whether Council wishes to continue to have pro-rata representation on committees, sub-committees and working groups.
- 12/24 Election of Members to Committees**
- a) Planning Election of members to this committee.
 - b) Open Spaces Election of members to this committee.
 - c) Communities Election of members to this committee.
 - d) Policy & Finance Election of members to this committee.
 - e) Personnel Election of members to this committee.
- Chairmen of each of these committees will be elected at their first meeting. Members are reminded that they should inform the Town Clerk together with Committee Clerk, if they need to give their apologies for any meeting, specifying the name of their appointed substitute.
- 13/24 Election of Members to Working Groups/Sub-Committees**
- a) Election of Working Groups/Sub-Committees members reporting to Communities Committee:**
- Rayleigh in Bloom
 - Christmas Lights
 - Trinity Fair
 - Allotments
 - Community Safety
 - Dementia

b) Election of Working Group/Sub-Committee members reporting to the Policy & Finance Committee

- Grants
- I.T

c) Election of Working Groups/ Reporting to Full Council

- Climate Change

14/24 Election of Members to Serve on Outside Organisations

Members to consider whether the Town Council should appoint representatives and substitutes to attend meetings of any other local organisations.

Members to note the representatives are required to provide the Full Council or the appropriate committee with a written report of any meeting that they have attended distribution with Town Councils agendas.

a) Representatives reporting to the Full Council

- Rochford District Dutch Cottage (Chairman of Rayleigh Town Council, no substitute allowed)
- Rochford Hundred Association of Local Councils (Chair or Vice-Chairman)
- Chamber of Trade
- Rayleigh Mount
- Essex County Council Parish Transport Representative
- Rochford and District Community Safety Partnership

Representatives reporting to the Communities Committee

- Rayleigh Town Museum (Chairman of museum).
- Public Footpaths (Chairman of museum)

15/24 Appointment of Clerk to Administer Dispensations in 2024 – 2025

Motion. The Town Clerk as Proper Officer to the Council will be authorised, where in their view it is appropriate, to administer dispensations for members with disclosable pecuniary interests that would otherwise leave the council inquorate.

16/24 General Power Of Competence

To note that the Town Council cannot presently exercise the general power of competence for the year 2024-25.

17/24 Bank Signatories

To obtain nominations for signatories that will be required to replace and for additional signatories for the Council's banking.

18/24 Anglia In Bloom

To consider the future participation in Anglia in Bloom.

19/24 Items for Next Agenda