



RAYLEIGH TOWN COUNCIL
The Pavilion, King George V Playing Field, Bull Lane,
Rayleigh, Essex, SS6 8JD
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19th June 2024

Dear Member,

You are hereby summoned to a meeting of the Town Council to be held on **Monday 24th June 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 Friday 21st June 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.

AGENDA

20/24 Those Present and Apologies for Absence
To be notified to the Town Clerk in advance.

21/24 Register 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.

22/24 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.

- 23/24 Election of Vice-Chair**
Due to resignation of the Vice Chairman nominations to be received and be elected.
- 24/24 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
- 25/24 Remembrance Parade**
To discuss future arrangements of Rayleigh Town Council’s Remembrance Parade and Service, allowing the Church liaison officer to report.
- 26/24 Minutes of Town Council**
Motion. The Council approves and sign the minutes of the Full Town Council meeting that was held on 13th May 2024 as a true record.
- 27/24 Chairman’s Engagements**
15th May Dementia Awareness Stall at Rayleigh Market
23rd May Essex Playing Field Association Centenary Celebrations
6th June 80th Anniversary of D-Day – lighting of the Beacon
9th June Trinity Fair
15th June Picnic and Storytelling on Rayleigh Mount
- 28/24 Election of Members to Working Groups**
The relevant committees have agreed their terms of reference for Council as per attached, with the terms of reference of the Climate Change to be agreed at this Full Council.
- a) Election of Working Groups members reporting to Communities Committee:**
- Rayleigh in Bloom
 - Christmas Lights
 - Trinity Fair
 - Community Safety (members already agreed)
 - Dementia
 - Market (newly formed)
- b) Election of Working Group members reporting to the Policy & Finance Committee**
- I.T
- c) Election of Working Groups Reporting to Full Council**
- Climate Change
- 29/24 Election of Grant Sub-Committee**
To agree terms of reference and members.
- 30/24 Communities Committee**
Motion: Recommendation from the Communities Committee to rename itself “Communities and Wellbeing Committee”.

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

- Chamber of Trade
- Rayleigh Mount
- Essex County Council Parish Transport Representative
- Rochford and District Community Safety Partnership (Chairman of Community Safety)
- Wyvern Community Trust

31/24 General Power Of Competence

To note that the Town Council can now exercise the general power of competence for the year 2024-25.

32/24 A.G.A.R. Governance Statement

Motion: As recommended by the Policy and Finance Committee to approve and sign the A.G.A.R. Governance Statement for 2023-24.

33/24 A.G.A.R. Financial Statement

Motion: As recommended by the Policy and Finance Committee to approve and sign the A.G.A.R. Financial Statement for 2023-24.

34/24 Bank Balances

As of 31st May 2024:

Unity Current	£ 78,671
Unity Savings	£201,782
Unity KGV	£ 33,732
Nationwide	£172,320
PWLB	-£ 90,000

35/24 Finance

To note and ratify the Policy and Finance minute reference **PF12/24** recommended to Full Council, the movement of £2,000 from the KGV Maintenance EMR to the Play Equipment Maintenance budget code.

To note and ratify Policy and Finance minute reference **PF18/24** recommends movement of £10,000 from Climate Change EMR to I.T. EMR.

Motion: to authorise the costs involved with DBS checks of Councillors as of minute reference PF14/24 finance cost to come from the Community Safety EMR.

Motion: To pre-authorise Councillor training spend from the Councillor Training EMR as the Personnel Committee decides.

To note that the Open Spaces Committee will be considering the possibility of CCTV at the KGV Field, linking it with the Districts system at their next meeting and therefore using part of the Community Safety EMR.

Cllr E Brewer as a representative of the Dementia Friendly Town working group, requests the use of the grant receipt in the Dementia Friendly Town EMR.

36/24 Local Council Accreditation Award

To discuss the possibility to regaining its Local Council Accreditation Award.

37/24 Flowerbed London Road

Motion: To approve the recommendation from the Communities Committee on minute reference **COM13/24** that the responsibility of the flower bed in London Road be passed back to Rochford District Council.

38/24 To Note and Ratify Committee Minutes:

Planning	2nd April and 3 rd June 2024
Open Spaces	20 th May 2024
Policy and Finance	10 th June 2024
Communities	17 th June 2024

39/24 Consultations

None this month.

40/24 Clerks

To discuss possibility of Clerk's report.

41/24 Meeting Room

To discuss how Councillors wish this to be.

42/24 Items for Next Agenda