



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 30th September 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

25th September 2024

Councillors: S-J Page, R Lambourne, I Wilson, M Sutton, M O'Leary, R Milne, D Balding, J Lumley, I Ward, C Roe.

PF21/24 Those present and apologies for absence.

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

PF22/24 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.

PF23/24 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.

PF24/24 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.

PF25/24 Minutes of last meeting.

Motion. The approve the minutes of the Policy & Finance committee meeting held on 10th June 2024 as true record.

PF26/24 Financial Matters

Finances for 31st August 2024

Payment lists for August 2024

Budget Report

EMR balances

Bank Reconciliations

Bank Statements and Balances as of 23rd September 2024:

Nationwide	£172,320
R.T.C. Unity Current	£72,610
R.T.C. Unity Deposit	£232,822
K.G.V. Trust	£34,196
PWLB	-£90,000

Motion: The Council notes and confirms the budgetary information.

PF27/24 Ear Marked Reserves Spends

To confirm and agree Ear Marked Reserve Spends on minute reference OS26 and OS28 for Open Spaces:

- Tree Crown Reduction at KGV Field - £1,950
- Tree Survey at KGV Field - £650

PF28/24 Committee Budget Amendment Proposals for Financial Year 2024-25

To confirm the required amendments to the 2024-25 budget including the recommendations from the Personnel Committee under minute reference PER64/24 and PER67/24.

PF29/24 Budget 2025-26

To note the budget under consideration for 2025-26 to which Chairs/Committees have been consulted, and arrange a further budget meeting prior to the next Policy and Finance meeting in November to confirm figures.

PF30/24 Police, Fire and Crime - Community Safety Development Fund grant applications

To note that Rayleigh Town Council are awaiting a response to the CCTV and lighting grant applications for the KGV Field.

PF31/24 Sweyne Park Bridlepath Lighting

To note the estimate for the full costs of Sweyne Park Bridlepath lighting from Rochford District Council of £46,833 of which Rayleigh Town Council agreed to part fund a third of the costs, up to the limit of £15,000, which will be funded from the

Community Safety ear marked reserve after confirming at the next Full Council meeting on 14th October 2024.

Motion: To authorise and recommend to Full Council the payment of £15,000 to Rochford District Council towards the costs of the lighting proposal at Sweyne Park Bridlepath to be financed from the Community Safety ear marked reserve.

PF32/24 Rayleigh Market – Saturdays in December 2024

To confirm the Street Trading Licence requirement with Rochford District Council for the Saturdays in December 2024 at a fee of £310, as noted by the Communities Committee on agenda point COM28/24.

PF33/24 Close meeting to public and press.

Motion: To close meeting to public and press to consider confidential and information.

PF34/24 Snack Bar Lease

To consider the draft lease received from the solicitors.

PF35/24 I.T.

To receive the recommendation from the I.T. working group to appoint company B for the provision of both the Microsoft 365 Business Basic .gov e-mail addresses and I.T. support.

PF36/24 Open meeting to public and press.

Motion: To open meeting to public and press.