



**RAYLEIGH TOWN COUNCIL**  
**The Pavilion, King George V Playing Field, Bull Lane,**  
**Rayleigh, Essex, SS6 8JD**  
**Tel: 01268 741880**  
**Email: [clerk@rayleightowncouncil.gov.uk](mailto:clerk@rayleightowncouncil.gov.uk)**  
**[www.rayleightowncouncil.gov.uk](http://www.rayleightowncouncil.gov.uk)**  
**VAT number: 830 7558 23**

9th October 2024

Dear Member,

You are hereby summoned to an extra meeting of the Town Council to be held on **Monday 14<sup>th</sup> October 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.

Members of the public and press are welcome to attend and the meeting.

**Please address any questions to the Town Clerk by Friday 11th October 2024**

Yours sincerely,

MS E Ketley  
Town Clerk

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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**

- 43/24 Those present and apologies for absence.**  
To be notified to Town Clerk in advance.  
**Motion.** The council to record and accept apologies for absence
- 44/24 Declaration of members' 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.
- 45/24 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.

- 46/24 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.
- 47/24 Minutes of Town Council meeting**  
**Motion.** The Council approve the minutes of the Town Council meeting that was held on 24th June 2024 as a true record.
- 48/24 Chairman’s Engagements**
- |                           |  |
|---------------------------|--|
| 21 <sup>st</sup> June     | E.C.C. Garden Party                                |
| 7 <sup>th</sup> July      | R.D.C. Garden Party                                |
|                           | 2nd Rayleigh Scout group Centenary church service. |
| 12th July                 | Rayleigh Primary School plaque unveiling           |
| 21st July                 | Kirste 5 Memorial Race                             |
| 24th July                 | Rochford District Council Civic Service            |
| 24 <sup>th</sup> July     | Holy Trinity Church Garden Trail                   |
| 27th July                 | Global Village Event – King Geroge V Playing Field |
| 1 <sup>st</sup> September | Rayleigh Horticultural Society Autumn Show         |
| 3rd September             | Merchant Navy Flag Raising                         |
| 2St September             | 2nd Rayleigh Scout group Centenary Buffet Dinner   |
| 6 <sup>th</sup> October   | Treasures of the Sea Charity Gift Fair for BHF     |
- To note that the Chair is expected to wear the chain as the host or representative at events.
- 49/24 District and County Councillor Updates**  
To note Councillor updates.
- 50/24 Working Group Updates**  
To note working group updates.
- 51/24 Outside Organisation Updates**  
To note outside organisation representative updates.
- 52/24 Finance**  
Bank balances as of 7th October:
- |               |           |
|---------------|-----------|
| Unity Current | £115,327  |
| Unity Savings | £164,052  |
| Unity KGV     | £ 34,199  |
| Nationwide    | £172,320  |
| PWLB          | -£ 80,000 |
- of which:  
Ear Marked Reserves £108,476
- Motion.** The Council notes bank balances.
- 53/24 External Audit 2023-24**  
To note the signed satisfactory conclusion of the external audit for 2023-24.

- 54/24 Internal Audit**  
To note the internal audit for the financial year 2024-25 is booked for 17<sup>th</sup> December 2024.
- 55/24 Draft Budget for 2025– 26**  
To note the budget under consideration for 2025-26 to which Chairs/Committees have been consulted, and arrange further budget meetings prior to the next Policy and Finance and Full Council meeting to confirm figures.
- 56/24 Sanctuary Grant**  
**Motion.** To refund the £524.66 of unspent Sanctuary grant in the Dementia Ear Marked Reserves.
- 57/24 Rayleigh Town Council Grant Scheme**  
To note that the Council’s grant scheme is being advertised for applications prior to the close date of 31<sup>st</sup> October 2024.
- 58/24 Councillor Allowances for 2025-26**  
To note that the Council is waiting for a report from Rochford District Council, with an online meeting with Councillors taking place on 25<sup>th</sup> October 2pm.
- 59/24 To Note and Ratify Committee Minutes :**
- |                    |   |
|--------------------|---|
| Planning           | 1 <sup>st</sup> July, 5 <sup>th</sup> August, 10 <sup>th</sup> September 2024 |
| Open Spaces        | 29 <sup>th</sup> July 2024  |
| Policy and Finance | 30 <sup>th</sup> September 2024   |
| Communities        | 18 <sup>th</sup> September 2024   |
| Personnel          | 23 <sup>rd</sup> September 2024   |
- 60/24 Committee Reports**  
To note committee reports.
- 61/24 Council Accreditation Scheme**  
To note that the Town Clerk is investigating new criteria.
- 62/24 Personnel Committee**  
As per the Personnel Committee’s request, to consider whether substitutions be permitted for members of the Personnel Committee.  
**Motion.** As per EALC legal department and NALC advice, no substitutions be permitted for a Personnel Committee member, and therefore the specification that “there can be no Councillor substitutions for members of the Personnel Committee” to be added to the Terms of Reference and Standing Orders.
- 63/24 Code of Conduct Training**  
To note the circulation of both in person and online code of conduct training offered by Rochford District Council.
- 64/24 Consultations**  
Rochford District Cultural survey was circulated to Councillors for their submissions.  
E.C.C. Local Nature Recovery Strategy closing date 25<sup>th</sup> October 2024  
<https://consultations.essex.gov.uk/rci/ddb68e54/>