



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 10th June 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,

E Ketley
5th June 2024

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

PF1/24 Appointments

- a. Election of a Chair
- b. Appointment of a Vice-Chair

PF2/24 Those present and apologies for absence.

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

PF3/24 Declarations of 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.

PF4/24 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.

PF5/24 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.

PF6/24 Minutes of last meeting.

Motion. The minutes of the Policy & Finance committee meeting held on 22nd April 2024 are approved as true record.

PF7/24 Terms of Reference

To agree Terms of Reference for IT Working Party.

PF8/24 End of Year Internal Audit

To note internal end of year audit.

PF9/24 Financial Matters

Finances for end of year 31st March 2024

Payment lists for March 2024

Budget Report

EMR balances

Bank Reconciliations

Bank Statements and Balances as of 31st March 2024:

Nationwide £172,320

R.T.C. Unity Current £59,682

R.T.C. Unity Deposit £71,752

K.G.V. Trust £29,182

PWLB -£90,000

Motion: The Council notes the budgetary information.

PF10/24 A.G.A.R. Governance Statement

Motion: To put forward to Full Council the recommendation that the governance statement be approved and signed.

PF11/24 A.G.A.R. Financial Statement

Motion. To put forward to Full Council the recommendation that the financial statement be approved and signed.

PF12/24 KGV Repair

Motion: To authorise a KGV Maintenance EMR spend of £275.70 for a cradle seat urgently needed in the play area.

PF13/24 Bowling Club Rent

As per Open Spaces Committee minute **EOS32/24** to review the bowling club rent.

Motion: To review the bowling club rent of £1460.60 per 6 months plus utilities.

PF14/24 D.B.S. Checks

Motion: To obtain D.B.S. checks for all Councillors.

PF15/24 Policy Updates

Motion: Many policies need updates, take from NALC templates.

PF16/24 Financial Regulations 2024

Motion: update from NALC template.

PF17/24 Close meeting to public and press.

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

PF18/24 I.T.

PF19/24 Open meeting to public and press.

Motion: To open meeting to public and press.

PF20/24 Items for next agenda.