



**RAYLEIGH TOWN COUNCIL**  
**The Pavilion, King George V Playing Field, Bull Lane,**  
**Rayleigh, Essex, SS6 8JD**  
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Committee councillors:

You are hereby summoned to a meeting of the Policy and Finance Committee to be held on **Monday 25<sup>th</sup> July 2022 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,

Mr M Letch  
Locum Clerk 20<sup>th</sup> July 2022

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Councillors: E Brewer, J Burton, R Dray, J Jacobs, S-J Page, C Pavelin, R Lambourne, J Lumley, C Stanley, I Ward.

## **AGENDA**

### **PF1/22 Appointments**

- a. Election of chair
- b. Appointment of vice chair

### **PF2/22** Those present and apologies for absence.

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

### **PF3/22 Declaration 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.

### **PF4/22 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.

### **PF5/22 Minutes of last meeting**

**Motion.** The minutes of the Policy & Finance committee meeting held on 21<sup>st</sup> November 2021 are approved as true record.

**PF6/22 Provide a separate accounting company for the KGV charity.**

Currently, the trust is managed as a budget heading within the Town Council accounts. Best practice recommends that the trust is managed as a separate organisation. This can be done within your current accounting package and the proposed changes are attached as reports. The company would be linked to its current HSBC bank account. The assets, income and expenditure would transfer to the new setup unchanged.

**Motion.** The committee approves allocating the KGV trust as a separate company within the RBS Rialtas system.

**PF7/22 IT systems.**

Following personnel committee recommendations, the office will require an additional two laptops. This will leaving one older machine for general use.

The current laptops were supplied with Windows Home and will require Windows Professional for security purchase price £119 per seat from Microsoft or £15 from Amazon

To consider a quote from Lodge ICT for providing and configuring a new office server. Configuration to include O365 setup for councillor's access.

To note that the current email provider will be unable to offer a secure system and the domain will be transferred to VisionICT.

**PF8/22 Communications**

- a. The current website is available in beta form and is ready for adoption. The committee may consider appointing a steering committee to manage the website content.
- b. Some councillors are concerned that the use of personal emails may be subject to freedom of information enquiries and propose that the council provides .gov email addresses at a cost of £16 per user per year. The matter was previously considered in January 2021.
- c. To consider a draft communication policy

**PF9/22 Budgets.**

To consider an initial draft of the five-year budget.

To consider initial proposals for the 2023 -2024 budget