



RAYLEIGH TOWN COUNCIL
The Pavilion, King George V Playing Field, Bull Lane,
Rayleigh, Essex, SS6 8JD
Tel: 01268 741880
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You are hereby summoned to a meeting of the **Policy and Finance Committee** to be held on **Monday 24th November 2025 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 the meeting

The following agenda and attachments are issued for the committee to make decisions as required
You are expected to consider this agenda and any related documents in advance of the meeting

Please address any questions to the Town Council Office by Friday 21st November 2025

Yours sincerely

Mrs K Hardy
Deputy Town Clerk
18th November 2025

Councillors: R Lambourne, R Linden, J Lumley, J Newport, L Newport, M O'Leary, S-J Page, C Roe,
I Ward, I Wison

PF39/25 Those present and apologies for absence

Motion. The council to record and accept apologies for absence

PF40/25 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.

PF41/25 Substitutes

To be advised in advance to the Town Clerk.

PF42/25 Non-Committee Members Present

To note any non-committee members, present at the meeting.

PF43/25 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.

PF44/25 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.

PF45/25 Minutes of last meeting

Motion. The approve the minutes of the Policy & Finance committee meeting held on 15th September 2025 as true record.

PF46/25 Financial Matters

Finances for 31st October 2025

Payment lists for September and October 2025

Budget Report

EMR balances

Bank Reconciliations

Bank Statements and Balances as of 31st October 2025

Nationwide	£ 172,320
R.T.C. Unity Current	£ 50,292.30
R.T.C. Unity Deposit	£ 274402.52
K.G.V. Trust	£ 37,942.87
PWLB	-£ 90,000

PF47/25 Bank Reconciliation

Member of the committee (not signatory or Chair of Council) to sign the bank statements agreeing to the reconciliation for September and October 2025

PF48/25 Review of Standing Orders and Financial Regulations

Members to note that a date will be arranged to review the documents as mentioned above with the Standing Orders and Financial Regulations Working Group. This will be arranged when the new clerk is appointed.

PF49/25 Rayleigh Town Museum

Members to receive the correspondence from Rayleigh Town Museum regarding their rent.

Motion members to agree to amount to be given to Rayleigh Town Museum regarding their rent.

PF50/25 Internal Auditor

Members to receive the quote for an internal auditor for 2025/2026.

PF51/25 EMR Report

Members to receive and review a list of the current Earmarked Reserves. This is to be reviewed by the committee. The Communities Committee reviewed their associated EMRs at the meeting on 8th September and recommended they stay are still required (323,325,335,365,370,372 and 380)

PF52/25 Budgets 2026/2027

Members to receive and review the budget reports for 2026/2027. These have been reviewed by the Open Spaces and Communities Committees.

PF53/25 DRAFT 2026/2027 Tax Base

Member to note and receive the draft tax base for 2026/2027 issued by RDC. Members to note that the final figure will be provided in early December and precept requests must be submitted by 31st January 2026

PF54/25 Assertion 10: Digital & Data Compliance for Councils

Members to note that VisionICT are due to conduct an MOT of the Town Councils website to ensure that it meet the required standards. The cost is £145

PF55/25 Town Council Grants

Members to note that a Grant Working Group Meeting is being arranged for Monday 15th December to review the grant applications received.

PF56/25 Allotment Tenancy

Members to receive a copy of the allotment tenancy agreement as reviewed and amended by the Allotment subcommittee. Members to approve for sending out with the allotment rent invoices in December.

MOTION to approve the amended Allotment Tenancy Agreement.