



**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

Minutes of a meeting of Rayleigh Town Council  
Held on Monday 17<sup>th</sup> January 2022 at 7.30pm.

*Before the meeting opened, the Chair reflected on the Council's sense of loss at the passing of Cllr Craig Cannell. "We will all miss his commitment and enthusiasm for the town. His passing is a loss to the town, the district, the county but most of all his family." Cllr Roe responded on behalf of the Council, agreeing the sentiments, and offering her own condolences. Cllr Waite thanked the Council on behalf of the family. Councillors signed a book of condolence.*

**1/22 Those present and apologies for absence.**

**Chair** Cllr Mercer

**Councillors** D Belton, C Callis, E Callis, R Dowell, R Dray, J Jacobs, R Lambourne, S Page, C Pavelin, C Roe, B Smart, J Sawford, D Sperring, C Stanley, J Waight, I Ward.

**Also Present** the Locum Clerk, two members of the public.

**Resolved.** The council accepts apologies for absence from Cllr S Belton, J Burton, J Lumley, R Milne, J Newport. Proposed Cllr Mercer and carried unanimously.

**2/22 Declaration of members' interests.**

Cllrs R Dray, C Pavelin, C Roe, D Sperring, C Stanley, I Ward declared interests as District Councillors.

**3/22 Public forum.**

Two members of the public attended, neither wished to speak. There were no reports from county or district councillors.

**4/22 Minutes of Town Council meeting**

Minute 139/21 was amended to read "The Council preferred to use Sweyne School and it was agreed to hold the meeting on Tuesday 19th April 2022." and published as version 1.2

**Resolved.** The Council approves the version 1.2 of the minutes of the Town Council meeting that was held on 29<sup>th</sup> November 2021 as a true record. Proposed Cllr Mercer seconded Cllr Page and carried unanimously

**5/22 Finance**

- a. The council received a list of all payments up to the end of November 2021.
- b. The council received a list of budgetary information on all accounts.

**Resolved.** The Council notes the budgetary information for November 2021 and confirms that the account balance of £373,663.62 agrees with the reconciliation and noting the difference of £266.06 being a cheque incorrectly processed by the bank and awaiting resolution. Proposed Cllr Mercer and carried unanimously.

**6/22 Correspondence**

Frequency of buses.

Cllr Stanley attended Essex County Council's transport meeting and referred the council to his report. It was noted that there was little that the Town Council can do to influence the bus timetables. There may be an opportunity to review the provision of bus shelters and try to access Section 106 money. The matter will be reviewed in the light of that decision.

**7/22 Consultations**

Councillors attended the regional transport strategy virtual meetings. Cllr Jacobs updated the council on his investigation into the steps taken by Arriva to reduce the pollutants emitted in the town. He would like the council to recommend the use of alternative fuels and updated engines to reduce particulate matter. He will be working with the Climate Change Working Group to propose a letter for council endorsement to be sent to the Department for Environment, Food & Rural Affairs.

**8/22 Agenda management**

a. Committee membership

The list was written to create a committee membership that matches the published list as closely as possible, have politically proportional representation, share the committees equally between councillors and have representation from all wards on the planning committee. The membership will next be reviewed at the May Annual meeting.

**Resolved.** The council approved the committee membership list version 1.3. Proposed Cllr Mercer seconded Cllr Stanley and carried unanimously.

b. Programme of meetings 2022

**Resolved.** The Council approves the programme of meetings for 2022. Proposed Cllr Mercer seconded Cllr Stanley and carried unanimously.

**9/22 To receive a verbal report on the welcome back fund bid.**

Cllr D Belton reported that Rochford District Council gave two workshops on the types of event they wanted to promote; cultural, artistic and beautification projects. They are keen to get the money spent before the end of March. All the Town Council's proposals have been taken forward and costings have been provided by Cllr D Belton.

**10/22 To note the award of a food support fund grant of £2250.00.**

The award was noted, and the Council held a discussion about how the money would be distributed. Learning from previous work, it was agreed that there should be one response, and the money should be channeled through established systems. Cllr Sawford has experience in identifying suitable recipients and offered to co-ordinate the work. It was agreed that this would be the most suitable way to identify the correct people.

**Resolved.** Information and funding will be shared with Megacentre to distribute the money. Proposed Cllr Sperring seconded Cllr Dray and carried unanimously.

**11/22 To consider adopting a co-option policy.**

**Resolved.** The council approves the co-option policy for adoption. Proposed Cllr Sperring seconded Cllr Belton and carried unanimously.

**12/22 To consider adopting a motion template for full council.**

**Resolved.** The Council will adopt the published motion template for requesting items on the council agenda. Proposed Cllr Mercer seconded Cllr Jacobs and carried unanimously

**13/22 Trinity Fair.**

A proposal to merge the Trinity Fair and the 2022 Platinum Jubilee celebrations was considered. Although the idea is sound in principle, Councillors were concerned that the Trinity Fair would be compromised if there were problems with the Jubilee celebration. Before taking action, it was agreed that there should be discussion with Haddon Events who run the event on the Council's behalf. The Council also noted that the spring bank holidays have been moved to the two working days before the event and the staff should not be expected to work over a long bank holiday weekend.

It was also noted that there would be street parties for the Jubilee which would reduce the numbers attending the Jubilee - Trinity event. It was agreed that it would be best to keep the events separate to retain flexibility, so the Jubilee can be acknowledged if appropriate.

**Motion.** The 2022 Trinity Fair will be the Trinity and Jubilee Fair. Withdrawn and referred to the working group.

**14/22 Grant applications.**

**Resolved.** The council approves the grant awards as published. Proposed Cllr Mercer seconded Cllr Page and carried with one abstention.

**15/22 The minutes from Planning & Highways committee were noted.**

Cllr Smart expressed his disappointment that the comments on pedestrian crossing were not accepted.

**16/22 The minutes from the Open Spaces Committee were noted.**

Cllr Stanley asked for more detailed information on how progress is being made towards the projects in the minutes. Cllr D Belton confirmed that the decisions were being taken and being implemented by the office. This was noted, but a request was made for more comprehensive minutes that could track the progress of work.

**17/22 The minutes of the Personnel Committee meeting were noted.**

The continued need for a named Proper Officer and Responsible Financial Officer were noted, but there remains the need for a permanent solution. The Personnel committee were meeting with the Locum Clerk to define the steps needed for the Council to be ready to recruit.

**Resolved.** Michael Letch is reappointed for a further year as locum clerk, proper officer, and responsible financial officer. Proposed Cllr Mercer seconded Cllr Waite and carried unanimously.

**18/22 Chairman's Engagements**

Members to note that the Town Council Chairman attended the Festive display presentation and will attend the Holocaust Memorial Day on 24<sup>th</sup> January.

**19/22 Items for next agenda.**

Mill Hall ACV resolution.

Add standing invitation to ECC and District Councillors to receive a written report.

Purple flag accreditation.

To review the locality funding.

**Meeting closed 8.45**

**Next full council meeting 14<sup>th</sup> February.**