



RAYLEIGH TOWN COUNCIL
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**Minutes of a meeting of the Policy and Finance Committee
Held on Monday 30th January 2023**

At The Pavilion, King George V Playing Field, Bull Lane, Rayleigh, Essex,

PF1/23 Those present and apologies for absence.

Chair	R Dray.
Councillors	E Brewer, C Pavelin, R Lambourne, J Lumley, C Stanley, I Ward. Ex Officio Cllrs D Mercer, D Belton.
Non Committee	
Substitutes	Cllr Waight for Cllr Page. Cllr Sperring for Cllr Jacobs.
Also present	The Clerk, The Assistant Clerk.
Not present	Cllr J Burton.

Resolved. The council accepts apologies for absence from Cllr S-J Page, J Jacobs. Proposed Cllr Dray and carried unanimously.

PF2/23 Declarations of interests.

Cllr Lumley declared interest as a County and District Councillor. Cllrs C Pavelin, R Lambourne, C Stanley, I Ward declared interest as District Councillor. Cllr Brewer, Lumley, Ward, and Mercer declared interest as supporters of groups applying for grants.

PF3/23 Public forum

There were no members of the public present.

PF4/23 Minutes of last meeting.

Resolved. The minutes of the Policy & Finance committee meeting held on 28th November 2022 are approved as true record. Proposed Cllr Dray and carried unanimously.

PF5/23 Budgets

The committee noted the publication of the precept for 2023 -2024 based on a tax base of 12,354 and band D equivalent of 38.32 yielding a precept of £473,405.28.

PF6/23 To consider adopting revised standing orders.

Some Councillors expressed concern that they were not given enough time to study the papers expressing disappointment that they were not circulated with the agendas. More

time would be needed to consider the proposed changes. The Assistant Clerk reminded councillors that standing orders and financial regulations are based on law, and the model documents are provided by the National Association of Local Councils. For this reason, the committee were advised to adopt the documents as presented. The documents under consideration are only modified where the operational requirements require it, deleting un-used options, specifying sums of money, and choosing between options. The recommendation is to accept the documents as-is and devote time to a workshop that will explain how to use them.

A **Motion** was proposed by Cllr Waite seconded by Cllr Lambourne that agenda items 6, 7 and 9 be deferred. With four in favour and seven against, the motion failed. All three motions will be considered at minute PF8.

PF7/23 To consider adopting revised financial regulations

PF8/23 To consider adopting a statement of internal control for 2023-4

The Committee were advised that the statement is a requirement of the audit program and is of limited value as a working document. It remains unchanged from the previous years and no amendments have been recommended.

Resolved. The committee adopts version 1.0 of the standing orders, version 1.0 of the financial regulations and the statement of internal control for 2023-4. Proposed Cllr Dray seconded Cllr Lumley and carried by seven in favour with three against and one abstention.

PF9/23 To consider appointing a solicitor to draw-up a sublease for the football clubs sublease of John Fisher play area.

Some councillors complained that they were unable to study the documents as they had not been sent out with the agenda, but the majority noted that as the documents were unchanged from previous distributions, further study was unnecessary. Councillors were reminded that financial regulations specify that prior to leasing a tangible asset, a full report will be required before full council can make a final decision. It was also suggested that the property should be advertised in case other organisations were interested in managing the land and restoring the pavilion.

Resolved. The committee appoints BTMK solicitors to draw-up a sublease based on the football club's proposals. Proposed Cllr Dray seconded Cllr Lumley and carried by seven with two against and two abstentions.

PF10/23 Personnel Meeting

The personnel meeting on 20th January was held by Zoom and the following resolutions require ratification by an in-person meeting.

a. To approve the resolution

The committee recommends joining the Society of Local Council Clerks at an annual fee of £251 to access the training and support available for the CiLCA. Proposed Cllr Lumley, seconded Cllr Newport and carried unanimously.

b. To approve the resolution

The committee recommends appointing SLCC to deliver the CiLCA training modules. Propose Cllr Lumley, seconded Cllr Newport and carried unanimously.

c. To approve the resolution

The Committee recommends allocating two days a week onsite or remote as required by the clerk with additional support available with the approval of the personnel chair. Additional support on specific projects will be charged to the project with the agreement of the responsible committee chair. Proposed Lumley seconded Cllr Belton and carried unanimously.

Resolved. The Committee approves the Personnel Committee resolutions as read. Proposed Cllr Dray seconded Cllr Lumley and carried by seven in favour with two abstentions. Cllr Lambourne refused to vote.

PF11/23 Grants

It was noted that some of the applications are for rent and maintenance and did not meet the requirements of the council's grant policy as they were for revenue items like rent. The Assistant Clerk reminded councillors that their current policy was to fund capital projects. Grant applicants should not be dependent on external funding for revenue items. However, it was noted that many had been approved in previous years and it was the Council's practice to fund revenue applications. It was agreed that all the applications should be approved, and the funding policy would be reconsidered at a later meeting.

Resolved. The committee approves the schedule of grants for payment. Total applications are £8,988.60 all of which meet the criteria Proposed Dray seconded Mercer and carried unanimously.

PF12/23 To consider timescale to reapply for general power of competence.

There are two criteria to fulfil: an elected membership and a qualified clerk. The council can expect to achieve the power within the year and can now start considering which projects to take forward under the power.

PF13/23 Items for next agenda.

Asset register for trust property.	Grant funding policy.
Update on minutes 6, 7 and 8.	CCTV
Changing places project for the Pavilion.	Year-end budget review
Review of energy suppliers.	Freedom of information policy

Meeting closed at 8.05 pm