



RAYLEIGH TOWN COUNCIL
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Minutes of a meeting of the Town Council to be
Held on Monday 13th March 2023
at The Pavilion, King George V Playing Field, Bull Lane, Rayleigh.

32/23 Those present and apologies for absence.

Chair D Mercer

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

Also present Town Clerk, Assistant Clerk

Resolved. The council accepts apologies for absence from Councillors. J Lumley, Newport, S Page, J Waight. Proposed Cllr Mercer and carried unanimously.

33/23 Declaration of members' interests.

Cllrs D Belton, R Lambourne, R Milne, C Roe, D Sperring, C Stanley, I Ward declared interest as District Councillors. 42/23 Cllr D Belton is known to the applicant

34/23 Public forum

There were no members of the public present.

35/23 County and District Councillors' updates

There were no County Councillors present.

District Cllr D Belton reported that Rayleigh Mill will remain open under its current funding system. Proposals for future funding will be considered at a later meeting.

36/23 Correspondence.

The Council noted correspondence with Rt Hon Mark Francois MP following a complaint from a co-opted allotment committee member who was unhappy about the wording of the committee summons. It was confirmed that the summons is a legal document, and the correct wording is necessary for a lawfully convened meeting.

37/23 Consultations.

None this month.

38/23 Minutes of Town Council meetings.

Resolved. The Council approves the minutes of the Town Council meeting that was held on 13th February 2023 as a true record. Proposed Cllr Mercer carried unanimously.

39/23 Finance

- a. To receive a list of all payments up to the end of February 2023.
- b. To receive a list of budgetary information on all accounts.

Resolved. The Council notes the budgetary information and confirms that the account balances of Rayleigh Town Council as of 28th February 2023: -

Unity Trust Bank – Current Account £119,951.70
Unity Trust Bank – Instant Account £4557.81
Nationwide Account £163,730.52
NatWest Accounts £31,817.31 (as of 31/1/23)
Unity Trust KGV Trust - Current Account - £108,808.86

Proposed Cllr Mercer and carried unanimously.

40/23 Planning and Neighbourhood Plan Training

The Council noted that Adrianna Jones trained Councillors and Officers on March 1st at 7.30pm for planning and Neighbourhood Plan advice.

41/23 Audio Visual

To consider whether the expense warrants moving forward with this project.
Quote received £6987.

The current proposal seems expensive but improved access to the council's decision-making is potentially valuable. This proposal will provide an official stream. Marks Tey Radio have worked with the council's audio stream provider, Audio Minutes and the proposal is known to work. This quote is for a system that works with current supplier, other providers may require a completely new solution. Although live streaming is attractive, it is not essential. A later upload of files would work as well. Council likes the idea of live video, the Clerk was asked to separate the quote into two proposals. One quote for improved livestream audio with the current supplier. One for later upload of video / audio via other means.

Motion. Council to move forward with the project and obtain competitive quotes for the installation of AV streaming equipment. With no proposer the motion failed.

42/23 Grants Applications

- Kaos Youth Club

Concern was expressed about how and where this service is delivered. Councillors are aware that there is need for a Rayleigh youth club that has a similar offer.

Provided the club can confirm that there are a sufficient number of attendees from Rayleigh, a part-grant is possible. This would show the council's commitment to supporting youth activities and will be an opportunity to use this grant as a starting point for a wider discussion about supporting youth.

Resolved. The Council will award £250 subject to confirmation that the balance has also been raised. Proposed Cllr Burton seconded Cllr Milne and carried unanimously.

- Park Play

The Council is happy to support this organisation, but only with capital purchases rather than running costs. There is insufficient information to make a decision and the Council would require a list of items that could be purchased rather than a request for funding towards play leader. The group appears to be a franchise, and confirmation needed that funding will stay local. In conclusion, the Council will not award a grant but will be interested in considering a later application when more information is available.

43/23 Budgets

To consider how Full Council approves under and overspends in committee delegated budgets as specified in terms of reference 1.2 with a view to approving under and overspends on specific budget lines, and re-assigning budgets to eliminate discrepancies as specified in Financial Regulation 4.1. To consider reallocation of earmarked reserves where appropriate.

Council noted that the motion is a restatement of the current rules, but highlights a realisation that these rules for the budget system should be tightened-up. Although a Committee has discretion to spend within budget, any overspend needs to be referred back to Full Council for approval. A sharper system to keep control of proposed overspend will be considered by Policy & Finance.

Motion. For the 2023/2024 financial all new expenditure and any overspends will be authorised as specified in Terms of reference 1.2 and financial regulation 4.1, with additional projects being agreed through Full Council. Proposed Cllr Lambourne who withdrew the motion and seconded the revised motion.

Resolved. Budget management process will be referred to the Policy & Finance Committee for further consideration. Proposed Cllr Dray seconded Cllr Lambourne and carried unanimously.

44/23 Chairman's Engagements

- 17th February - Public meeting at the W.I. Hall with District Commissioner, Chief Inspector David Miles and Councillors.
- 20th February - Finchfield Trust meeting re the updating their tenancy agreement and the upkeep of the area.
- 21st February - Christ Church United Reform Church community audit

- 3rd March – Funeral of past Councillor
- 7th March - Chamber of Trade meeting
- 10th March – Rochford District Council charity dinner.

45/23 Matters for Information

a. CCTV

Site visit to Chelmsford monitoring office took place.
Site visit to Brentwood monitoring office requested.

b. Officer/Member Protocol

To note.

c. Standing Orders Training

Training given to Councillors and officers 8th March 2023.

46/23 Annual Town Awards

To note the closing date of 4th March for the Annual Town Nominations with selections taking place imminently by the town Council Chairman and Committee Chairmans.

47/23 Items for later agendas

Refurbish toilets.
Standard of train services.

Meeting closed at 8.30pm