



RAYLEIGH TOWN COUNCIL
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**Minutes of a meeting of the Policy and Finance Committee
Held on Monday 24th April 2023
At The Pavilion, King George V Playing Field, Bull Lane, Rayleigh, Essex,**

PF14/23 Those present and apologies for absence

Present

Chair	R Dray
Councillors	C Pavelin, J Lumley, C Stanley, I Ward, J Burton, S J Page
Non Committee	
Substitutes	Cllr J Newport for Cllr Lambourne
Also present	The Clerk, The Assistant Clerk and 2 members of the public
Apologies	Cllr's E Brewer, D Mercer, R Lambourne and J Jacobs.

Resolved. The council accepts apologies and substitutes. Proposed by Cllr Dray and carried unanimously.

PF15/23 Declarations of interests.

Cllr J Lumley and J Newport declared interest as a County and District Councillor. Cllrs C Stanley, I Ward, R Lambourne, J Lumley and S-J Page declared interest as District Councillor. Cllr Lumley declared interest as a supporter of RRAVS and item PF21/23 b.

PF16/23 Public forum

Members of the public present did not wish to speak.

PF17/23 Minutes of last meeting.

Resolved. The minutes of the Policy & Finance committee meeting held on 30th January 2023 are approved as true record. Proposed Cllr Dray and carried unanimously.

PF18/23 Minutes of the IT Meeting

The minutes of the IT Committee meeting of 15th March 2023 were approved.

- Shared file access to be restored to all Councillors for Councillor files using Office 365 simple sharing linked to e-mail accounts.
- Subscribing to Rialtas online accounting at a cost of £1500 per annum.
- SSL certificate to be requested via Let's Encrypt without fee if we can obtain relevant DNS information.
- Allocation of email addresses for all councillors.
- IT support and cyber security.

f. To refer consideration of a revised business continuity plan to Policy & Finance Committee.

Resolved. It was proposed that items a to f are agreed and will be noted at the next Full Council meeting. Proposed by Councillor Page and seconded by Councillor Stanley and carried unanimously.

PF19/23 Budgets

The revised budget as attached was considered.

Resolved. Cllr Dray proposed to accept the revised budget which was unanimously agreed.

Motion. Cllr Dray proposed to hold a King George V Trust meeting to consider the split of budgets and assets between itself and Rayleigh Town Council.

PF20/23 Review of Policies

Resolved. Cllr Dray proposed that the revised freedom of information policy is accepted and unanimously agreed.

Motion. Cllr Dray proposed that Community Engagement Strategy be updated by the office with input from Councillors.

Motion. Cllr Lumley proposed the grant funding policy used prior to the present one which included criteria, annual assessment and payment was updated and unanimously agreed.

PF21/23 Insurance

The insurance obligations of Rayleigh Town Council were discussed with our present provider being a specialist authority insurer.

PF22/23 St. John Fisher Open Space Sub-lease

It was noted that a sub-lease is being prepared by the Council's solicitor in anticipation of the football club forming a legal company competent to enter-into a lease.

PF23/23 Personnel Meeting

The minutes of the Personnel meeting on 28th March 2023 were noted.

PF24/23 AGAR

The 2021-22 AGAR report from PK Littlejohn was noted together with comments and actions emerging from the report. It was noted that the report should have been considered in audit year 2021-22 but was received six months late.

Motion. Cllr Dray proposed to challenge the 'except for' items concerning the management of the KGV accounts which was unanimously agreed.

PF25/23 Items for next agenda.

Revised Grant Funding policy.

CCTV update

Revised Community policy.

Changing Places for the Pavilion.

Assets for the King George V Trust

Review of energy providers.

Meeting closed at 9.01 pm