



**RAYLEIGH TOWN COUNCIL**  
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**Minutes of the Annual Meeting of the Town Council.**

**Held on Monday 15<sup>th</sup> May 2023 at 7.30pm at The Pavilion, King George V Playing Field, Rayleigh.**

**48/23 Those present and apologies for absence.**

D Belton, S Belton, E Brewer, C Callis, E Callis, R Dowell, R Dray, J Jacobs, R Lambourne, J Lumley, D Mercer, R Milne, J Newport, S Page, C Pavelin, C Roe, B Smart, J Sawford, D Sperring, C Stanley, I Ward

**Resolved.** The council to record and accept apologies for absence from Cllrs J Burton, J Waight. Proposed Cllr Mercer and carried unanimously,

**49/23 Declaration of members' interests.**

Cllr Newport declared an interest as a County and District Councillor. Cllrs D Belton, E Brewer, R Lambourne, R Milne, S Page, D Sperring, C Stanley, I Ward and J Lumley declared interests as district Councillors.

**50/23 Election of Chair**

a. Closing remarks from the outgoing Chairman.

It has been an eventful year, with many activities and many meetings in a very royal year with the Jubilee, Funeral, and Coronation. I've met many people and raised over £3,000 for charity. Finally, I would like to thank the staff, and wish the new Chair and Vice Chair every success in their year of office.

On 15th March I attended the Finchfield Trust AGM and the Dutch Cottage AGM. 20th March - Opened Petanque at King George V Playing Field, 25th March - Chairman's Charity Dinner at the Orsett Hall.

8th April - SEYSO/Leigh Orpheus Male Voice Choir "On the Water" at the Mill Hall (South Essex Youth Symphony Orchestra), 12th April - Finchfield Trust Tracker meeting, 20th April - Rochford Hundred meeting at Hockley Parish Rooms, 27th April – Walked around King George V Playing Field with Vice-Chairman Cllr Danielle Belton and a member of staff, assisting the judging of the playing field The Green Flag Awards, 27th April – Annual Town Meeting at The Sweyne School, 28th April – a fun evening Charity Rifle Shoot and fish and chip supper at the Scout Hut in Kenilworth Gardens.

6th May – Picnic in the Park, the Kings Coronation event in King George V Playing Field.

Cllr Sperring thanked the outgoing chair on behalf of the conservative party and the residents. While many of the year's events were memorable for all sorts of reasons, the festive lighting event was unforgettable.

- b. To receive nominations for Chairman of the Council for the coming municipal year.

Cllr D Belton was proposed by Cllr Sperring seconded by Cllr Roe and supported by 14 votes. Cllr R Milne was proposed by Cllr Newport seconded Cllr Page and supported by 7 votes.

- c. Cllr D Belton signed the Declaration of Acceptance of Office.

**51/23 Appointment of Vice Chair**

To consider nominations for Vice Chair for the coming municipal year.

Cllr S Belton was nominated by Cllr Sperring seconded by Cllr Jacobs and supported by 14 votes. Cllr E Brewer was nominated by Cllr Page seconded Cllr Smart and supported by 7 votes.

Cllr S Belton was appointed Vice Chair.

**52/23 Presentation of Chairman's Charity Award.**

This item will be deferred to a later meeting.

**53/23 Public forum**

Mr Davis spoke on behalf of the Museum, reminding the council that their support is never assumed, but is an important and valuable economic contribution to the town.

**54/23 District and County Councillor's updates.**

No update from County or District Councillors

**55/23 To review terms of reference**

The following amendments were proposed.

Make it clear that the meeting schedule is on a bi- monthly cycle.

Clarify that street cleansing is undertaken by the District Council.

Include the terms of reference for the I.T. Subcommittee.

Clarify that the Footpaths and Public Rights Of Way are not the responsibility of the Town Council.

Remove the reference to car parking.

**Resolved.** With the preceding amendments, the Council approves version 1.10 of the terms of reference for year 2023 -24. Proposed Cllr Belton and carried with 16 in favour and 5 councillors refusing to vote.

**56/23 Appointment of members to committees and working groups.**

**Resolved.** The Council approves version 1.2 of the committee membership for year 2023-24.

Policy & Finance is approved.

Cllr Smart moves from Environmental to Communities Committee.

Cllr Dowell joins the Environmental Committee.  
Cllr Lumley joins the Planning Committee.

Cllr Smart leaves the Personnel Committee.  
Cllr Stanley joins the Personnel Committee.  
Cllr D Belton remains on Personnel Committee.

A Councillor reported that they had taken advice and the Chair of the Council cannot be a member of the Personnel Committee. The Assistant Clerk advised that there was no rule to prevent it, provided the Council Chair understood that they would be unable to participate in grievance or disciplinary appeals.

**Resolved.** Appointments to committees were agreed apart from the Personnel Committee which was postponed to a later meeting pending confirmation of the Assistant Clerk's advice. Proposed Cllr Belton and carried unanimously.

Cllr J Sawford, Stanley Corrina O'Donnell will be added to the Dementia Working Group.

**Resolved.** With the above amendment, the Working groups membership is approved. Proposed Cllr Belton and carried unanimously.

**57/23 Appointment of members to serve on outside committees.**

**Resolved.** The Council approves the 2023 list of representatives to outside bodies. Proposed Cllr Belton and carried with two abstentions.

**58/23 To agree the programme of meetings for 2023 - 2024**

Add a full council meeting to 22<sup>nd</sup> April as council is all out in May 2024.

Move planning to 24<sup>th</sup> July.

Set a date for the elector's meeting.

**Resolved.** With the preceding amendments, the Council approves the 2023 -24 timetable of meetings. Proposed Cllr Belton and carried unanimously.

**59/23 Minutes of Town Council meeting.**

**Resolved.** The Council approves the minutes of the Town Council meeting that was held on 11<sup>th</sup> March as a true record. Proposed Cllr Belton and carried unanimously.

**60/23 Finance**

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

**Resolved.** The Council notes the updated budgetary information and confirms the working account balance of £72,128.12. Proposed Cllr Ward and carried unanimously.

**61/23 To receive the end-of-year accounting reports**

**Resolved.** The Council notes the accounting reports. Proposed Cllr Belton and carried unanimously.

- 62/23 To approve the AGAR governance statement**  
**Resolved.** The Council approves the governance statement for signature and publication. Proposed Cllr Belton and carried unanimously.
- 63/23 To approve the AGAR financial statement**  
**Resolved.** The Council approves the financial statement for signature and publication. Proposed Cllr Belton and carried unanimously.
- 64/23 Appointment of Town Clerk to issue dispensations in 2023 -2024**  
**Resolved.** The Clerk as Proper Officer to the Council will be authorised, where in his view it is appropriate, to administer dispensations for members with disclosable pecuniary interests that would otherwise leave the council inquorate. Proposed Cllr Belton and carried unanimously.
- 65/23 General power of competence**  
To note that the Town Council cannot exercise the general power of competence for the year 2023 – 2024. It was confirmed that the power will be renewed as soon as all the conditions are met.
- 66/23 Minute COM89/22** from the Communities Committee approved a spend of £4481.25 on the replanting of the flower beds (opposite the Travellers Joy, Pearson’s Avenue, both sides of Sir Walter Raleigh Drive). Including other maintenance, this will take the spend over budget by the end of the year.
- Cllr Stanley pointed out that the work could be done more cheaply and there was a discussion about the value of different approaches to the work. It was agreed that there would be further discussion among the Rayleigh in Bloom working groups to which Cllr Stanley would attend. The matter will be discussed with the horticultural expert.
- Motion.** To accept the spend and move forward with the project. With no proposer, the motion failed.
- 67/23 Correspondence**  
None this month.
- 68/23 Consultations**  
None this month.
- 69/23 John Fisher Playing field.**  
It was reported that the sub-lease is being drafted by the Council’s solicitor which will be sent to the environmental committee prior to submission to full council. Grass cutting is being done by the football club. Bins are still being emptied by Rochford District Council, but ELM are preparing a quote to undertake the work. The Club’s risk assessments and insurance liability will be confirmed.
- 70/23 UK Shared Prosperity Fund**  
The Town Council has not made a submission. It was agreed that a late submission would be attempted.

**71/23 To note minutes from Planning committee.**

It was agreed that any members of the public would be asked if they wished to make their views known so they could be forwarded to the District Planning Committee.

**72/23 The minutes from the Environment Committee were noted.**

**73/23 The minutes from the Communities Committee were noted.**

**74/23 Items for next agenda.**

Climate change working group report on actions and outputs.

Park bench item for environment committee.

Annual town meeting

All outstanding minutes.

Update on CCTV

Meeting closed 20.58