



RAYLEIGH TOWN COUNCIL

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**Minutes of a meeting of the Policy and Finance Committee**

**Held on Monday 12<sup>th</sup> June 2023**

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

**PF26/23 Appointments**

**Election of a Chair**

Cllr R Dray was nominated by Cllr D Mercer seconded by Cllr C Pavelin with no other nominations.

**Appointment of a Vice Chair**

Cllr D Mercer was nominated by Cllr D Sperring seconded by Cllr C Pavelin with no other nominations.

**PF27/23 Those present and apologies for absence**

**Present**

Chair D Mercer acting as Chairman

Councillors E Brewer, J Burton, E Callis, R Lambourne, J Lumley, S-J Page, C Pavelin and C Stanley

**Non Committee**

Substitutes Cllr D Sperring, Cllr C Callis

Also present The Clerk, The Assistant Clerk and 2 members of the public, Cllrs D Belton and J Waight.

**Apologies** Cllr's R Dray and I Ward.

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

**PF28/23 Declarations of interests.**

Cllr R Lambourne, S-J Page, C Stanley, E Brewer and D Sperring declared interest as District Councillors.

Cllrs J Lumley declared interest as a County Councillor.

Cllr J Burton declared interest PF40/23 with a family member having connections with the football club associated to the lease.

**PF29/23 Code of Conduct**

It was noted that the meeting will be carried out under the terms of the Local Government Association and Rayleigh Town Council's Code of Conduct policy.

**PF30/23 Public forum**

Martin Shields spoke on behalf of the RT FC informing the council that the club is a significant contributor to the life of the town. To help them grow further, the lease is a great step forward, but it would help the club to access bigger and better funding streams to extend the lease to 35 years. Funding for drainage and physical improvements to the site would benefit from a longer lease.

The council would welcome quarterly meetings with the club to ensure the smooth running of the site which is still being run as public open space. The Council will treat the John Fisher site in the same manner as King George V Playing Field for recreation, unless organised games and training are taking place. Outside the pitches, anyone can use the land at any time. The sublease should identify where the pitches are.

The committee was reminded that the project added social value to the land and that the council would like to see a long-term plan to boost environmental sustainability. The club are already installing PIR interior lighting, push-button taps and part flush toilets.

**PF40/23 Sub-Lease of John Fisher Park** was considered at this point.

**Resolved.** The committee will approve amending the draft lease to 35 year and returning to the solicitor for advice, amendment, inclusion of site map and break clauses.

Proposed Cllr D Mercer and seconded by Cllr J Lumley, carried with 3 abstentions.

**PF31/23 Minutes of last meeting.**

With amendments Cllr S-J Page to be added to the list of Cllrs attending and declaring an interest as a District Councillor. Cllr C Pavelin to be removed from the RDC list of declarations.

**Resolved.** The minutes of the Policy & Finance committee meeting held on 24<sup>th</sup> April 2023 were approved as true record. Proposed Cllr Mercer and carried unanimously.

**PF32/23 Committee Membership**

The new committee membership was noted.

**Resolved.** Communities can consider creating a sub-committee to manage community safety and CCTV reconsidering the terms of reference .

Proposed Cllr Mercer and carried unanimously.

**PF33/23 IT Improvements**

It was noted that the financial software used, under instruction by the IT Sub-Committee and verified at PF18/23, for a cloud based upgrade, had been ordered (but not yet signed) with an imminent IT meeting to finalise further details for IT improvements. Budget for IT may need to be increased and verified at next Full Council to allow for expenditure.

**PF34/23 Financial Matters**

Payment lists for April 2023.

Budget Report

Bank Reconciliations

Bank Statements and Balances:

R.T.C. Unity £276,395.96

R.T.C. Unity Instant £4,579.20

Nat West £21,682.71

K.G.V. Trust £94,182.50

**Resolved.** The council notes the figures as published. Proposed Cllr Mercer and carried unanimously.

**PF35/23 King George V Trust**

Assets were split prior to year-end.

**PF36/23 To approve a programme for reviewing all policies annually.**

Financial Regs Standing Orders and code of conduct will be reviewed at annual meeting. Others will be reviewed on a rolling programme.

**PF37/23 Review of Policies**

The revised Grant Funding Policy to be considered.

It was noted that the old system was preferable and should be restored. It was also noted that the museum grant is an exception that does not fit the grant model and thought should be given to how this can be managed to protect the asset that is the museum.

**Motion.** To accept the Grant Funding policy. Deferred.

**Motion.** The community and engagement policy is adopted as published. Deferred.

**Motion.** The risk assessment is accepted as published. Deferred.

Media Policy and Community Engagement Strategy to be revised with input from Councillors to be considered at a later meeting.

**PF38/23 Insurance**

To note that our insurance company has confirmed in writing that all assets owned by Rayleigh Town Council or as Trustees to King George V Trust are covered by the present policy.

**PF39/23 CCTV**

To note that Rochford District Council are working on the provision of the CCTV project in Rayleigh High Street with the expectation that Rayleigh Town Council will be responsible for the monitoring costs.

**PF40/23 Sub-Lease of John Fisher Park**

This item was discussed directly after PF30/23.

**PF41/23 Internal Audit**

To note that the internal audit has been booked for 15th June 2023.

**PF42/23 Civility and Respect**

To consider signing up to Civility and Respect Pledge as supported by the National Association of Local Councils and Society of Local Councils Clerks.

**Proposed** Cllr R Lambourne, seconded by Cllr E Brewer that this is taken to the next Full Council meeting for approval.

**PF43/23 Items for next agenda.**

Review the need for a five year plan.

Policies : Media, Risk Assessment, Grants, Community & Engagement  
Health & Wellbeing policy.

**Meeting closed at 9.11 pm**