



RAYLEIGH TOWN COUNCIL
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**Minutes of the Meeting of the Town Council
Held on Monday 10th July 2023 at 7.30pm
at The Pavilion, King George V Playing Field, Rayleigh**

75/23 Those present and apologies for absence.

D Belton, S Belton, E Brewer, C Callis, E Callis, R Dray, J Jacobs, R Lambourne, D Mercer, J Newport, C Pavelin, C Roe, B Smart, D Sperring, I Ward, J Waight.

Town Clerk, Assistant Town Clerk and four members of the public.

Resolved. The council to record and accept apologies for absence from Councillors J Sawford, J Burton, R Dowell, R Milne, C Stanley, S-J Page, J Lumley.
Proposed Cllr D Belton and carried unanimously,

76/23 Declaration of members' interests.

All members of District and County Councils present, declared their interests.

77/23 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.

78/23 Presentation of Chairman's Charity Award.

Presentation to Shelley Blackburn for her work for Music for the Brain.

79/23 Public forum

No members of the public spoke.

80/23 Minutes of Town Council

Resolved. The Council approves and signs the minutes of the Full Town Council meeting that was held on 15th May as a true record.

81/23 Councillor Mercer Past Chairman's Badge

Councillor Mercer was presented with the Past Chairman's Badge and thanked for her excellent work over the last year.

82/23 Chairman's Engagements

17th May Dementia Action Week in the Highstreet with Cllrs Page, Smart, Brewer
And S Belton

- 18th May Dark Soul Tattoo Parlour to congratulate them on raising £5k for MIND Charity
- 21st May 1st Rayleigh Scout Group Fundraising event
- 10th June Rayleigh Methodist Church and Little Havens Fundraising Day
- 11th June Trinity Fair
- 14th June Met with the Market Stall Holders
- 15th June Marcos 20th Anniversary Celebration
- 17th June Community Litter Pick at John Fisher
- 1st July Mushroom and Friends of Holy Trinity Show
- 3rd July Nanny Kays Farm Shop to congratulate them on winning the best farm shop in Essex
- 6th July Quiz Night Fundraising for my Chairmans Charity - £897 raised
- 7th July Essex County Council Chairman's Annual Reception
- 8th July Salvation Army 100th Anniversary concert
- 9th July Rochford District Council Chairmans Lunch
- 9th July Rayleigh Museum Heritage Tour with Cllr S Belton

83/23 District and County Councillor's updates.

Essex County update from Cllr J Newport: a consultation for E.V. chargers is presently taking place, LED rollout on street lights has commenced led by Cllr L Scott, improved road schemes due to commence, pothole submissions have been given, nominations for Locality Fund were requested.

District update: the Climate Emergency has been declared but not yet discussed.

84/23 Working Group Updates

Climate Change Working Group: Cllr Waight gave timeline proposals with a meeting from Cllr M Hotten being offered. Templates from NALC and other sources to be used for comparison. Meetings to be held with local organisations and schools to ascertain their eco strategy with a view to potentially offering support. Cllr J Jordan expressed disappointment that he was not offered the opportunity to participate directly or via communication platforms. Cllr J Waight offered both these opportunities for the future, with the Council being reminded that business is not to be conducted via chat platforms.

Members Allowance Working Party: Cllr Smart to step down from this with members now consisting of Cllrs S-J Page, J Waight, D Sperring and C Stanley.

Town Centre Improvement Working Party: no further updates other than the Environment Committees instruction for the High Street, street lights and furniture to be painted with members presently being Cllrs R Lambourne, S-J Page, J Waight, C Roe, D Sperring and R Dowell.

85/23 Outside Organisation Updates

Cllr Waight expressed interest in joining the Rayleigh Mount Committee.

86/23 Schedule of meetings for 2023 – 2024

The date of the next planning meeting has been amended to 31st July with no meeting taking place in August.

Resolved. The Council approves the 2023 -24 timetable of meetings. Proposed Cllr D Belton and carried unanimously.

It was noted that the annual meeting would have to be held in the first two weeks of March before the pre-election period.

87/23 Community Safety Sub-Committee

Resolved. The council will form the Community Safety Sub-Committee as per the minute reference **COM19/23** at the Communities Committee meeting on 19th June 2023, which will report to the Communities Committee. Proposed Cllr Belton and carried unanimously.

88/23 Dementia Friendly Event

Councillor Brewer thanked the group for their work and gave an update regarding future Dementia Friendly Town event/s with aid of Sanctuary Grant, with more dementia friendly training being offered to officers and Councillors, maybe in-house. World Dementia Awareness day 23rd September.

Harbour Club has given an open invitation to see how they look after dementia patients. Suggestion that a bench by the clock in the High Street be painted blue, to mark Rayleigh Town Council's commitment to becoming a Dementia Friendly Town. Some benches have plaques, which would make them inappropriate, therefore a check on this before painting commences to agree which one it will be.

Resolved. Should a Sanctuary Grant be successful, to continue with Dementia Friendly Town event/s. Proposed Cllr Belton and carried unanimously.

Resolved. Working group will nominate a bench to be painted blue as commemoration to a Dementia Friendly Town. Proposed Cllr Ward seconded Cllr Belton and carried unanimously.

89/23 Personnel Committee

To agree membership of the Personnel Committee and whether to retain membership for the sake of continuity as proposed by the Personnel Committee meeting on **PER 16/23**.

Resolved. To retain the existing membership of the Personnel Committee substituting Smart with Stanley. Proposed Cllr Belton and carried unanimously.

90/23 Finance

To receive a list of all payments up to the end of May 2023.

To receive a list of budgetary information on all accounts.

Bank balances as of 31st May 2023:

RTC Savings Account	£166,477.60
RTC Current Account	£130,685.34
RTC Deposit Account	£104,579.20
RTC NatWest Current	£21,682.71
KGV Current Account	£105,182.50

Resolved. The Council notes the budgetary information and confirms the working account balance. Proposed Cllr Belton and carried unanimously.

91/23 Internal Audit Report

To note internal audit.

Resolved. To book a mid-year internal audit in Autumn 2023. Proposed Cllr Belton and carried unanimously.

92/23 External Audit Report

To note that details have been submitted.

93/23 Essex Youth Services

As per Environment minute reference **EOS28/23** to decide whether to continue using Essex Youth Services at King George V Playing Field and increase the budget accordingly by £4549.

Resolved. To continue using Essex Youth Services at and adjust the budget spend by £4549. Proposed Cllr Belton and carried unanimously.

94/23 UK Shared Prosperity Fund

To note that the grant appears to be successful but to be finalised to allow for the Street Light painting in the town centre. Thanks given to those involved.

95/23 Play Equipment King George V Playing Field

To note that the Environment Committee minute reference **EOS32/23** play equipment quote was unanimously agreed.

Resolved. Accept proposed Sperring seconded Ward and carried unanimously.

96/23 Cloud Based Accounting Software

As directed by IT-Sub Committee and Policy and Finance minute reference **PF33/23** to order Rialtas Cloud based accounting package and adjust the annual budget spend accordingly by £2448. Noted.

97/23 Civility and Respect Pledge

Resolved. To sign up to the Civility and Respect Pledge as supported by the SLCC and NALC as proposed by the Policy and Finance minute reference **PF42/23**.

Proposed. Cllr Belton and carried unanimously.

98/23 Correspondence

Essex Highways publication of Essex Electric Vehicle Charge Point Strategy consultation.

99/23 Consultations

To note that the E.V. Charge Point Strategy consultation has begun with the closing date 30th July.

100/23 To Note and Ratify Committee Minutes

Planning Committee minutes of 5th June 2023. Still awaiting an update on the solar farm.

Policy and Finance minutes of 12th June 2023.

Communities Committee minutes of 19th June 2023.

Annual Town of 27th April 2023.

101/23 **Items for Next Agenda**
Grant funding policy.

Meeting closed 20.48

Signature

Date