



**RAYLEIGH TOWN COUNCIL**  
**The Pavilion, King George V Playing Field, Bull Lane,**  
**Rayleigh, Essex, SS6 8JD**  
**Tel: 01268 741880**  
**Email: [clerk@rayleightowncouncil.gov.uk](mailto:clerk@rayleightowncouncil.gov.uk)**  
**[www.rayleightowncouncil.gov.uk](http://www.rayleightowncouncil.gov.uk)**  
**VAT number: 830 7558 23**

Minutes of the Full Council meeting held on **Thursday 31<sup>st</sup> August 2023 at 7.15pm** at The Pavilion, King George V Playing Field.

**102/23 Those present and apologies for absence.**

Present – Cllrs D Belton, S Belton, C Callis, E Callis, R Dowell, R Dray, J Lumley, D Mercer, C Roe, B Smart, D Sperring and I Ward

Apologies received and accepted from – Cllrs E Brewer, J Burton, J Jacobs, R Milne, C Pavelin, J Sawford, C Stanley, J Waight

Apologies received but not accepted by members due to not a valid reason from – Cllrs R Lambourne, J Newport, S J Page.

Also present

Mr M Shields, Mr B Mitchell, and Mr P Harcourt – Rayleigh Football Club

Mrs K Hardy – Deputy Town Clerk

**Motion.** Members accepted the above apologies.

**103/23 Declaration of members' interests.**

Cllrs D Belton, D Sperring and I Ward declared a non-pecuniary interest in matters relating to Rochford District Council.

Cllr J Lumley declared a non-pecuniary interest in matters relating to Essex County Council.

**104/23 Code of Conduct**

Members 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.

**105/23 Public forum**

There were three members of public present from Rayleigh Football Club. Mr Shields spoke regarding the lease of John Fisher to the club. He thanked the Town Council for their support in this project and hoped that the lease would now be signed to progress with works. Rayleigh F.C. have been using the area for 5 years from Rochford District Council with no issues and since the lease of the area to Rayleigh Town Council they have been maintaining the pitches and field area, but need a lease to make it official and continue with proposed work to the changing facilities.

**106/23 Minutes of Town Council**

**Motion.** The Council approves and signs the minutes of the Full Town Council meeting that was held on 10<sup>th</sup> July 2023 as a true record.

**107/23 Sub-Lease of St John Fisher Site**

Members assessed the draft sub-lease of the St John Fisher Playing Field to Rayleigh Football Club.

The following points were raised by members who were not present at the meeting

1 -Plan – the plan received shows the area being leased by the football club (field and changing pavilion) however they will maintain the other part of the playing field (grass cutting). The area highlighted is for the playing area for football pitches. The Grange Community Centre is not part of the Town Councils lease. The Town Council are responsible for the play area, car park and cutting hedges.

2 -The lease received by all members for this meeting is following the changes as recommended by the Policy & Finance meeting held on 12<sup>th</sup> June 2023. The main change was the term of the lease from 25 year to 35 years.

3 - The Town Clerk has spoken with Society of Local Council Clerk regarding this matter and whether the Town Council should have conducted any additional work in relation to the lease and it was agreed that everything has been carried out correctly.

A member raised the question of insurance for the changing facility due to its current condition and the Town Council Chairman and another member confirmed that the Town Clerk is liaising with the Insurance Company regarding this matter. Rayleigh F.C. will also have their own insurance for the use of the property.

A member raised concern relating to the word condemned being used in the Rayleigh FC proposal relating to improvements, received by all members. This has been discussed previously and confirmed that the building is mothballed and not condemned which is why keys were provided to Rayleigh Football Club for the use of storage in the pavilion over recent years. Rayleigh Football Club agreed to change the word to something more appropriate such as disrepair or derelict. This will be changed and an updated document provided.

Cllr J Lumley informed all present that she could access grant funding for the football club from Essex County Council and that email details would be provided to Cllr Lumley to contact the football club directly.

Cllr C Roe requested a recorded vote seconded by Cllr J Lumley. This was agreed  
Cllr D Belton proposed the motion to accept the lease provided Cllr R Dowell seconded.  
The vote as a follows

In favour – Cllrs C Roe, R Dray, D Sperring, D Belton, S Belton, C Callis, E Callis, D Mercer, I Ward, R Dowell, J Lumley

Cllr B Smart abstained.

RESOLVED to accept the lease provided, with minor changes being accepted within the lease ahead of signing on the basis that any such change has no effect on the terms e.g. typing errors, and arrange Rayleigh Town Council and Rayleigh Football Club to sign accordingly.

**108/23 Items for next agenda.**

Cllr R Dray requested the budget be included on the next Full Council agenda

Meeting Closed at 7.40pm

Chairman

Signature ..... Date .....