



RAYLEIGH TOWN COUNCIL

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**Minutes of the meeting of the Policy and Finance Committee
held on Monday 8th January 2024**

at The Pavilion, King George V Playing Field, Bull Lane, Rayleigh, Essex, SS6 8JD

PF80/24 Those present and apologies for absence.

Chair Cllr R Dray

Councillors Cllrs E Brewer, J Burton, E Callis, R Lambourne, J Lumley, D Mercer, C Pavelin, C Stanley, I Ward.

Also present Town Clerk and Cllr C Roe

Not present Cllr S-J Page

Cllr C Stanley requested the legality of whether reasons need to be given, to be addressed at Full Council.

Resolved. The Council recorded those present. Proposed Cllr R Dray and carried.

PF81/24 Declarations of interests.

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

PF82/24 Code of Conduct

This meeting was carried out under the terms of the Local Government Association and Rayleigh Town Council's Code of Conduct policy with all participants expected to behave in a professional and constructive manner.

PF83/24 Public forum

There were no members of the public present.

PF84/24 Minutes of last meeting.

Resolved. The minutes of the Policy & Finance committee meeting held on 27th November 2023 are approved as true record. Proposed Cllr R Dray and carried unanimously.

PF85/24 Budget 2024 – 25

It was noted that the Section 151 Officer of Rochford District Council has agreed the band D tax base of 12316.1 as of December 2023. It was also noted that the accepted proposed budget with an unchanged precept requirement of £473,405 for 2024-25 requires the band D Council Tax charge to be set at £38.44.

PF86/24 Election Costs

To note that election costs for May 2024 have now been reported from Rochford District Council, which could be as much as £55,000 with no firm figure given due to variables.

Resolved. It was resolved to ask Rochford District Council for a breakdown of costs. Proposed Cllr R Dray and carried unanimously.

PF87/24 Finance

To receive a list of all payments for the period November 2023.

To receive a list of budgetary information on all accounts.

Bank balances as of 31st December 2023 :

RTC Savings Account	£166,477.60
RTC Current Account	£111,421.67
RTC Deposit Account	£101,194.02
KGV Current Account	£26,440.92
Public Works Loan Board	- £100,000

Resolved. The Council noted the budgetary information and confirms the working account balances.

PF88/24 Review of policies.

To consider the revised Community Engagement Strategy.

Resolved. To accept the revised Community and Engagement Strategy is accepted as published with regular reviews. Proposed by Cllr R Dray and seconded by Cllr J Burton and carried unanimously.

To consider the updated Grant Policy.

Resolved. To accept the revised Grant Policy and application. Proposed by Cllr R Dray, seconded by Cllr J Lumley and carried unanimously.

Councillor - Officer Correspondence Procedure

It was noted that agreed correspondence procedures have been added to the Member Officer Relations policy confirming a procedure of Councillor correspondence with the office.

Resolved. Wording of point 4. of the “Councillor - Officer Correspondence Procedure” is clarified as “To streamline the administration, all Councillor communications e.g. e-mails, phone calls and messages, must be through either the Chair of the main committees or of the Council”. Proposed by Cllr R Dray, seconded by Cllr J Lumley and carried unanimously.

PF89/24 Purchase Ledger

It was noted that the officer purchase ledger training has been booked to take place in January 2024.

PF90/24 IT Working Group

It was noted that the IT working group meeting has been arranged for 22nd January 6pm.

PF91/24 UK Shared Prosperity Fund - Grants via Rochford District Council

It was noted that applications to Rochford District Council could be as early as February 2024. Application suggestions were requested and depending on timescale would be submitted to the next meeting or applications made to Rochford District Council.

Resolved. To gather Councillor ideas for applications to Rochford District Councils UK Shared Prosperity Fund and depending on timescale either brought to the next meeting or submitted to Rochford District Council. Proposed by Cllr R Dray and carried unanimously.

Resolved. A survey of the public conveniences at the KGV field was considered unnecessary to endorse a grant application. Proposed by Cllr R Dray and carried unanimously.

PF92/24 Snack Bar Rent

It was noted that a local estate agent has reviewed the approximate rent appropriate for the snack bar at The Pavilion, estimated it should be between £7,000 - £8,000 per year. This will be put to the Environment Committee when considering tenant applications.

PF93/24 Items for next agenda.

Bowling Club rent review.
Recording of meetings.

Meeting Closed at 8.09pm