



**RAYLEIGH TOWN COUNCIL**  
**The Pavilion, King George V Playing Field, Bull Lane,**  
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Minutes of the Full Council Meeting Monday **12th February 2024 at 7.30pm**  
at The Pavilion, King George V Playing Field, Bull Lane, Rayleigh, SS6 8JD

**143/24 Those present and apologies for absence.**

**Chair** Councillor D Belton

**Vice Chair** Councillor S Belton

**Councillors** E Brewer, J Burton, C Callis, E Callis, R Dowell, R Dray, J Jacobs, R Lambourne, J Lumley, D Mercer, R Milne, J Newport, S-J Page, C Roe, B Smart, J Sawford, D Sperring, C Stanley, J Waight, I Ward.

**Apologies** Councillor C Pavelin

**Also present** Town Clerk and five members of the public.

**Resolved.** The Council recorded and accepted apologies for absence.

**Resolved.** To include jury service as a valid reason for absence was carried.

**144/24 Declaration of members' interests.**

Members of the Council are subject to paragraphs 6 (DPIs), 7 (Other Pecuniary Interests) and 8 (non-pecuniary interests) of that Code. Members are also subject to paragraphs 9-11 of that Code as regards declaration of interests and participation in the meeting insofar as any item of business involves such an interest and as such all members of District and County declared their interests with regard to relevant items on the agenda, specifically item **156/24** to which the clerk gave a dispensation. Cllr I Ward declared his interest in item **159/24**, Cllr J Lumley their interest in item **148/24**, and Cllrs J Newport and J Lumley their interest in item **160/24**.

**145/24 Code of Conduct/Civility and Respect**

To note that the meeting will be carried out under the terms of the Local Government Association and Rayleigh Town Council's Code of Conduct policy together with NALC's Civility and Respect pledge with all participants expected to behave in a professional and constructive manner.

**146/24 Public forum**

One member of the public expressed his interest in the tender for the snack bar at the Pavilion, King George V Playing Field.

**147/24 Minutes of Town Council**

**Resolved.** The Council approved and signed the minutes of the Full Town Council meeting that was held on 11<sup>th</sup> December 2023 as a true record. Cllr J Newport questioned the

items in italics at end of the minutes with the explanation given that this is under SLCC regulations and guidance.

**148/24 Chairman's Engagements**

The following Chairman's engagements were noted:

|                           |  |
|---------------------------|--|
| 17th December             | Carol Service at Celestial Church                                |
| 18th December             | Christmas display presentations                                  |
| 30th December             | Visited Elouisa Neville the Christmas Card winner                |
| 7th January               | Celestial Church Thanksgiving service                            |
| 11th January              | Grand Open Daikin Sustainable Home Centre                        |
| 12th January              | Little Red Riding Hood Panto                                     |
| 16th January              | Guidewoods Grant Presentation                                    |
| 22nd January              | SCAFT Grant presentation – Attended by Cllr S Belton             |
| 22nd January              | Bar n Bus Grant presentation                                     |
| 6th February              | The Paint Box Grant Presentation - Attended by Cllr S Belton     |
| 9th February              | Visit to Daikin Sustainable Home Centre with MPs and Mayor of CP |
| 12 <sup>th</sup> February | Men's Shed Grant Presentation                                    |

Cllr D Belton expressed her thanks to Cllr R Dowell for initiating the Calendar fundraiser that raised over £4000 which will be split between The Rayleigh Town Museum and Chairman's Charity.

**149/24 District and County Councillor's updates.**

Cllr J Lumley will forward details for the Dementia Navigators to circulate.

**150/24 Working Group Updates.**

Cllr E Brewer gave and circulated Dementia Friendly Town plans.

IT working group have items to be actioned.

Cllr J Waight informed those present that an eco-audit would take place at the Pavilion on 19<sup>th</sup> February 2024.

**151/24 Outside Organisation Updates**

Cllr J Waight gave an update that the Rayleigh Mount Local Committee have a public meeting on 6<sup>th</sup> March 2024.

**152/24 Finance**

To receive a list of all payments for the period September - October 2023.

To receive a list of budgetary information on all accounts.

Bank balances as of 31<sup>st</sup> January 2024:

|                     |             |
|---------------------|-------------|
| RTC Savings Account | £166,477.60 |
| RTC Current Account | £103,739.03 |
| RTC Deposit Account | £101,194.02 |
| KGV Current Account | £ 27,300.25 |
| PWLB                | -£100,000   |

Ear Marked Reserves £125,945.87 (as of 6<sup>th</sup> February 2024)

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

**153/24 Floral Contracts**

**Proposal:** This item be considered after item **162/24** due to it being private and confidential and requiring press and public to be excluded.

Proposed: Cllr D Belton

Seconded: Cllr I Ward

**Vote: Carried**

**154/24 Telephone Kiosk**

As per communities meeting reference **COM55/23** it was noted that the adoption papers for the telephone kiosk in London Road were signed and will be returned to BT.

**155/24 Community Safety Sub-Committee**

To agree the terms of reference.

**Resolved.** The presented terms of reference for the Community Safety Sub-Committee were accepted and approved.

**156/24 Sweyne Park Bridlepath**

To consider the attached proposal from Rochford District Council that Rayleigh Town Council contribute towards the costs of lighting for part of this area.

**Proposal.** Rayleigh Town Council agree in principal to the contribution of 1/3 of the installation costs of LED lighting for part of the Sweyne Park Bridlepath to a maximum of £15,000. This being a joint venture with Rochford District Council, subject to final design, timing and terms and conditions of the project being agreeable with Rayleigh Town Council and on the basis that Rochford District Council are responsible for the ongoing maintenance costs. Funding to be taken from R.T.C.'s Community Safety E.M.R.

Proposed: Cllr D Belton

Seconded: Cllr J Newport

**Vote: Carried**

**157/24 King George V Playing Field Kiosk**

**Proposal:** To obtain two quotes from Rayleigh solicitors to review the lease agreement of the King George V Playing Field Kiosk. In light of the time constraints, delegation to the Chairman of the solicitor used within Council's constitutional financial constraints, with the final lease to be considered by the Policy and Finance Committee.

Proposed: Cllr D Belton

Seconded: Cllr I Ward

**Vote: Carried**

**Proposal:** To obtain two further estimates for the appropriate annual rent for the King George V Playing Field Kiosk, with the figure to be agreed at the next Policy and Finance Committee.

Proposed: Cllr D Belton  
Seconded: Cllr I Ward  
Vote: Carried

**158/24 St John Fisher Site**

To discuss authorising the purchase or rent of a solar bin at the St John Fisher site, as per the Environment Committees reference **E073/23** with funds to be taken from the John Fisher EMR.

**Resolved.** To purchase a solar refuse bin at the John Fisher site, with funds to be taken from the John Fisher EMR.

**159/24 Chairman's Cadet - Rayleigh RAF Air Cadets**

To discuss whether to offer the position of Chairman's Cadet to shadow the Chairman at the year's events, as requested by Rayleigh R.A.F. Air Cadets.

**Resolved.** To create the position of Chairman's Cadet and to offer the post to the awarded cadet for the rest of this municipal year. Noting that the present Chair has received their D.B.S. approval and that the post should be in line with the RAF Air Cadets national scheme.

**160/24 Consultations**

**Essex Minerals Local Plan review 2025 to 2040**

Review 6<sup>th</sup> February until 19<sup>th</sup> March 2024 details for submissions

<http://www.essex.gov.uk/minerals-review>

**Resolved.** Individuals to submit their own submissions.

**161/24 Barclays Bank**

To note that as requested, a letter was sent to Barclays Banks expressing the Council's dissatisfaction that the Rayleigh branch is to be closed, as yet with no response.

**162/24 To Note and Ratify Committee Minutes :**

The following minutes were noted and ratified:

Planning Committee 4<sup>th</sup> December 2023 and 2<sup>nd</sup> January 2024

Policy and Finance 27<sup>th</sup> November 2023

Communities Committee 20<sup>th</sup> November 2023

Environment Committee 16<sup>th</sup> October 2023

**153/24 Flower Contracts**

**The Council resolved to exclude the public to consider tenders and conclude the decision for the hanging basket and flower bed maintenance contracts.**

To consider tenders and the Rayleigh In Bloom Working Party recommendations for the hanging basket and flower bed maintenance contracts.

**Resolved.** To accept Hanging Basket Provision and Maintenance Contract tender D, with the Policy and Finance Committee reviewing the contract prior to signing should any amendments be required to the terms and conditions.

**Resolved.** To accept Flower Bed Maintenance Contract tender C, with the Policy and Finance Committee reviewing the contract prior to signing should any amendments be required to the terms and conditions.

**The meeting was opened to the public and media.**

**163/24 Items for next agenda.**

Recording of meetings.

UKSPF update.

Cllr e-mail set up instructions to be re-circulated.

Specialist Education Needs school in Rayleigh

**Meeting Closed at 9.40pm**

**Chairman's Signature .....**

**Date .....**