



RAYLEIGH TOWN COUNCIL
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Minutes of the Full Council Meeting Monday **22nd April 2024** at 7.30pm
at The Pavilion, King George V Playing Field, Bull Lane, Rayleigh, SS6 8JD

164/24 Those present and apologies for absence.

Chair	Cllr D Belton
Vice Chair	Cllr S Belton
Councillors	Cllrs E Brewer, C Callis, E Callis, R Dowell, R Dray, J Jacobs, R Lambourne, J Lumley, D Mercer, J Newport, S-J Page, C Pavelin, C Roe, B Smart, J Sawford, D Sperring, C Stanley, J Waight, I Ward.
Apologies	Cllrs J Burton, R Milne, J Newport
Also present	Town Clerk and six members of the public.
Resolved	The Council recorded and accepted apologies for absence.

165/24 Declaration of members' interests.

All members of District and County Councils declared their interests. Cllr J Jacobs declared his interest in agenda item **186/24**, Cllr J Lumley in agenda item **181/24** and Cllr S Belton in item **185/24**.

166/24 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.

167/24 Public forum

One member of the spoke with expressing their thanks to the continued support given by the Council for Raleigh Town Museum.

168/24 Minutes of Town Council

Resolved. The Council approved and signed the minutes of the Full Town Council meeting that was held on 12th February 2024 as a true record. Carried unanimously.

169/24 Chairman's Engagements

The following Chairman's engagements were noted:

15th February	RRAVS grant presentation
15th February	Visit to Rayleigh Community Boxing Club
19th February	Visit to 1427 RAF Cadet Squadron
23rd February	1427 RAF Cadet Squadron Mess Dinner
8th March	Opening of dementia cafe at Rosedale Court

10 th -20 th March	Chairmans Charity Pop up shop
11th March	Barnados opening
11th March	School Quiz Final
12th March	Funeral of Mike Letch
14th March	Annual Town Awards
20th March	Essex & Herts Air Ambulance grant presentation
23rd March	Chairmans Charity Ball
11th April	Mushroom Theatre 20th Anniversary
13th April	Rayleigh Art Group Exhibition
13th April	Ramblers Riding School
14th April	Visit to local children raising money

The Chairman expressed her thanks to all for supporting the following charities throughout the year raising:

Lady McAden £10,000

S.C.A.F.T. £620

(Supporting Carers and Families Together – supporting Cllr Jack Lawmon’s Chairman of Rochford District Council chosen charity)

Rayleigh Town Museum £2,000

170/24 District and County Councillor’s updates.

The following Councillor updates were noted:

Cllr J Newport reported that Rochford District Council approved the funding for the street lights at Sweyne Park bridle. Officers are now working with UK power networks to establish the power supply as part of the survey.

Cllr J Newport reported that Essex County Council ECC has a new member highways scheme which will include footpaths, potholes, street furniture, ditches and overgrown vegetation.

Cllr J Lumley reported that the new Essex Highways pothole scheme has been delayed.

171/24 Working Group Updates.

Cllr E Brewer’s Dementia Friendly Town updates that were circulated with the agenda were noted, with Cllr D Mercer and all the Council thanking her for her efforts throughout the year.

Cllr J Waight is awaiting a report from Rochford District Council for the carbon footprint with the water refill scheme ongoing and seeking the possibility of a grant application.

172/24 Outside Organisation Updates

Rayleigh Mount National Trust had a meeting on 6th March with a bid to be put in to the UK Shared Prosperity Scheme.

173/24 Finance

A list of all payments for the period of February 2024 was noted.

A list of budgetary information on all accounts was noted.

Bank balances as of 29th February 2024:

RTC Savings Account	£166,477.60
RTC Current Account	£98,700.76
RTC Deposit Account	£71,194.02
KGV Current Account	£29,200.31
PWLB	-£100,000
Ear Marked Reserves	£125,945.87

Resolved. The Council noted the budgetary information and confirmed the working balance. Carried unanimously.

174/24 Financial Year End 2023-24

It was noted that the financial year end and close of books has been arranged for 16th May 2024.

175/24 Internal Audit

It was noted that the end of year internal audit has been booked for 22nd May 2024.

176/24 Proposed Meeting Schedule

Resolved. To accept the proposed committee meeting schedule for 2024-25 with change of Easter Monday date change. Carried unanimously.

177/24 Rochford District Council UKSPF

It was noted that two applications were made to Rochford District Councils UKSPF scheme whose outcome is due on 26th April 2024.

178/24 Audio-Visual

Research to the Owl-Labs audio visual equipment has found that the hearing loop works independently.

Resolved. To purchase an Owl-Labs audio visual equipment for meetings together with an upgrade of the speed of the internet speed. Proposed by Cllr I Ward and seconded by Cllr J Waight and carried unanimously.

Resolved. To move £4,000 from the Climate Change Ear Marked Reserve into newly formed I.T Ear Marked Reserve, with the purchase of an Owl-Labs Audio Visual equipment to come from this E.M.R. and the upgrade of the internet speed at the Pavilion via the budget. Proposed by Cllr J Waight and seconded by Cllr I Ward and carried unanimously.

179/24 Telephone Kiosk

The Communities Committee recommends under minute reference **COM39/24** to approve £2,728 spend to install a defibrillator at the adopted phone box on London Road.

Resolved. To install a defibrillator at the adopted telephone box in London Road at a cost of £2,728 with the funds to be taken from the Community Safety EMR. Vote carried unanimously.

Resolved. A bleed kit to be installed at the telephone box in London Road via the Residents Association with alternative funding be sort. Proposed by Cllr E Brewer and seconded by Cllr C Stanley and carried unanimously.

180/24 King George V Playing Field Kiosk

Under minute reference **PF116/24** the Policy and Finance Committee recommended an annual rent of £7,000 exclusive of utility charges but inclusive of business rates.

Motion. To agree the annual rent of £7,000 per annum for the King George V Playing Field Kiosk exclusive of utility charges but inclusive of business rate, with periodic reviews. Motion failed.

Resolved. To advertise an annual rent of £7,000 inclusive of VAT for the King George V Playing Field Kiosk and exclusive of utility charges and business rates subject to periodic reviews as per final lease. Proposed by Cllr R Dray and seconded by Cllr R Dowell. Carried unanimously.

181/24 Grant Funding Balance

To consider the motion from Policy and Finance Committee minute reference **PF106/24**.

Resolved. The balance of the 2023-24 grant budget is rolled over for use in the next financial year. Carried unanimously.

182/24 Apprenticeship Scheme

The Personnel Committee recommends the following motion under minute reference **PER 40/24**.

Resolved. An accessible apprenticeship scheme to be advertised, with the intention of offering the position to the successful candidate in the autumn of 2024. Carried unanimously.

183/24 Terms of Reference

The Personnel Committee recommended that the Environment and Open Spaces Committee only deals with open spaces with all other items moving to the Communities Committee as per the attached terms of reference. The Allotments Sub-Committee thereby reporting to the Communities Committee.

Resolved. To agree the new terms of reference for the Environment and Open Spaces Committee and rename it as Open Spaces Committee. Proposed by Cllr D Belton, seconded by Cllr D Mercer. Carried with two abstentions.

Resolved. To agree the new terms of reference for the Communities Committee. Carried with two abstentions.

Resolved. To agree new terms of reference for the Allotment Sub-Committee. Carried with two abstentions.

184/24 St John Fisher Site using Section 106 Money

To finalise a design for the John Fisher play area extension taking into consideration recommendations from Environment and Open Spaces Committee minute reference **EOS42/24**

Resolved. Subject to £45,000 s.106 money being received from Rochford District Council for the Little Wheatley’s Play Space at the St John Fisher site, Rayleigh Town Council accepts the quote of £50,252.03 from the HAGS contractor for the St. John Fisher play area scheme with balance of £5,252.03 being funded from the John Fisher E.M.R. Proposed Cllr D Belton, seconded by Cllr I Ward. Carried unanimously.

185/24 Street Art Project - The Calm Corner C.I.C.

Resolved. To support the street art project by The Calm Corner CIC as outlined. Carried unanimously.

186/24 Consultations

National Grid Electricity Transmission (National Grid) has proposed a Norwich to Tilbury Scheme for the reinforcement of the high voltage power network in East Anglia between the existing substations at Norwich in Norfolk, Bramford in Suffolk, and Tilbury in Essex, together with connecting the new offshore wind generation was noted.

10th April to 18th June 2024

<https://www.nationalgrid.com/electricity-transmission/network-and-infrastructure/infrastructure-projects/norwich-to-tilbury>

187/24 To Note and Ratify Committee Minutes :

All minutes were noted and ratified for all outstanding minutes of previous meetings of the following committees :

Planning Committee	5 th February, 3 rd March 2024
Policy and Finance	8 th January, 13 th February, 11 th March, 16 th April 2024
Communities Committee	19 th February, 15 th April 2024
Environment Committee	15 th January, 19 th March 2024
Personnel Committee	26 th February, 16 th April 2024
Trinity Fair Working Group	17 th April 2024

Carried unanimously.

188/24 Items for next agenda.

None.

Special Educational Needs and Disabilities (S.E.N.D.) School Application

Rayleigh Town Council expresses unanimous cross-party support in their decision to support this application.

Meeting Closed at 8.45pm

Chairman

Chairman’s Signature

Date