



RAYLEIGH TOWN COUNCIL
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Minutes of the Annual Meeting of the Town Council Monday 13th May 2024 at The Pavilion, King George V Playing Field, Rayleigh, Essex.

1/24 Election of Chairman

- a. Closing remarks from the outgoing Chairman Cllr D Belton who thanked all Councillors and staff that have worked with her throughout the year and having attended 78 engagements throughout the year raised £10338.02 for the Lady McAdden Charity, who were presented with their cheque.
- b. Cllr N Gallop proposed and Cllr K Knight seconded that Cllr Cllr M Vernon be Chairman of the Council for the ensuing municipal year. **Vote 13 -Carried**
Cllr I Ward proposed and Cllr C Roe seconded that Cllr E Brewer be Chairman of the Council for the ensuing municipal year. **Vote 10 - Failed**
Resolved: The Chairman of the Council for the ensuing municipal year be Cllr M Vernon.

2/24 Declaration of Acceptance of Office

The Chairman signed the Declaration of Acceptance of Office.

3/24 Appointment of Vice-Chairman

Nominations for Vice-Chairman of the Council for the ensuing municipal year were received.

Cllr I Ward proposed and Cllr C Roe seconded that Cllr E Brewer be Vice-Chairman of the Council. **Vote 9 - Failed**

Cllr L Knell proposed and Cllr N Knell seconded that Cllr S-J Page be Vice-Chairman of the Council. **Vote 12 – Carried**

Resolved: Cllr S-J Page be the Vice-Chairman of the Council for the ensuing municipal year.

4/24 Declaration of Member's Interests

All members of Rochford District and Essex County Council Declared their interests. Cllr C Roe declared non-pecuniary interests to Rayleigh Town Museum, Ambassador Girl Guides, Palmers Solicitors.

Cllr J Lumley declared non-pecuniary interests to Edward Francis Primary School and therefore item 18/24.

Cllr I Ward declared non-pecuniary interests to Chairman 1476 Air Cadets.

Cllr E Brewer declared non-pecuniary interests to Trustee Cedar Centre.

Cllr V Wilson declared a non-pecuniary interest as to Rayleigh Town Museum.

Cllrs C Roe, J Lumley and I Ward declared their non-pecuniary interests as members of the Conservative Party.

Cllrs J Newport, E Brewer, M Sutton, R Milne, D Balding, C Stanley, R Linden, M O’Leary and S-J Page declared their interests as members of the Liberal Democrat Party.
Cllrs I Wilson and V Wilson declared their non-pecuniary interests as members of the Rochford Residents Party.

5/24 Register of members interests.

Members noted that the Town Clerk is due to write to all members to complete or update their Register of Interests.

7/24 Those Present and Apologies for Absence

Chairman Cllr M Vernon

Vice-Chairman Cllr S-J Page

Councillors D Balding, E Brewer, J Burton, N Gallop, L Knell, N Knell, K Knight, R Lambourne, R Linden, J Lumley, R Milne, B Newport, J Newport, L Newport, M O’Leary, , C Roe, C Stanley, M Sutton, I Ward, I Wilson, V Wilson

Also Present Town Clerk, Deputy Clerk and 8 members of the public.

8/24 Public Forum

No Members of the public wished to speak.

9/24 Minutes of Town Council

Resolved. The Council approved and signed the minutes of the Full Town Council meeting that was held on 22nd April 2024 as a true record.

10/24 Chairman’s Engagements

Events that Cllr D Belton’s attended as Chairman were noted:

22nd March Easter Egg Hunt Presentation

23rd March St George's Flag Raising

10th May Dementia Friendly Bench

11/24 Political Pro-Rata Representation on Council

Cllr C Stanley proposed and Cllr V Wilson seconded that the Council will not have pro-rata political representation on any of its Committees, Sub-Committees or Working Groups.

Vote: 16 for, 2 against, 4 abstentions.

Resolved: The Council will not have pro-rata Political representation on any of its Committees, Sub-Committees or Working Groups.

12/24 Election of Members to Committees

a) Planning Election of members to this committee.

Resolved: Planning Committee membership to consist of Cllrs I Wilson, M Vernon, N Knell, K Knight, L Knell, V Wilson, B Newport and D Balding.

b) Open Spaces Election of members to this committee.

Resolved: Open Spaces Committee membership to consist of Cllrs N Gallop, M O’Leary, L Knell, K Knight, R Linden, S-J Page, E Brewer, J Burton, C Stanley, R Lambourne.

- c) Communities Election of members to this committee.
Resolved: Communities Committee membership to consist of Cllrs V Wilson, R Linden, M Sutton, N Knell, N Gallop, M Vernon, E Brewer, D Balding, B Newport, L Newport.
- d) Policy & Finance Election of members to this committee.
Resolved: Policy and Finance Committee membership to consist of Cllrs S-J Page, R Lambourne, I Wilson, M Sutton, M O’Leary, R Milne, D Balding, J Lumley, I Ward, C Roe.
- e) Personnel Election of members to this committee.
 Cllr M Vernon proposed and Cllr J Lumley seconded a motion to change the Terms of Reference to the Personnel Committee to nine members without a requirement to include all Chairmen of other committees with the members being Cllr’s V Wilson, M Vernon, M O’Leary, S-J Page, D Balding, J Newport, C Roe, J Lumley, R Lambourne. **Vote carried.**

Resolved: The Terms of Reference to the Personnel Committee to be amended to nine members without a requirement to include all Chairmen of other committees, with the members being Cllr’s V Wilson, M Vernon, M O’Leary, S-J Page, D Balding, J Newport, C Roe, J Lumley, R Lambourne.

Chairmen of each of these committees will be elected at their first meeting. Members are reminded that they should inform the Town Clerk together with Committee Clerk, if they need to give their apologies for any meeting, specifying the name of their appointed substitute.

13/24 Election of Members to Working Groups/Sub-Committees

- a) **Election of Working Groups/Sub-Committees members reporting to Communities Committee:**
- Rayleigh in Bloom
 - Christmas Lights
 - Trinity Fair
 - Allotments
 - Community Safety
 - Dementia
- b) **Election of Working Group/Sub-Committee members reporting to the Policy & Finance Committee**
- Grants
 - I.T
- c) **Election of Working Groups/ Reporting to Full Council**
- Climate Change

Cllr J Newport proposed and Cllr L Newport seconded that all Working Groups and Sub-Committees renew their terms of reference at the next relevant Committee meeting deferring the election of Working Group members until the next Full Council meeting.

Vote carried and resolved.

Cllr S-J Page proposed and Cllr M Vernon seconded that members of Allotments Sub-Committee be Cllrs M Sutton, N Gallop, L Knell, M Vernon, C Stanley and members of Community Safety Sub-Committee be Cllrs S-J Page, L Knell, N Knell, M Sutton, K Knight, E Brewer. **Vote carried and resolved.**

Cllr J Lumley proposed and S-J Page seconded that membership of the Grant Sub-Committee be deferred. **Vote carried and resolved.**

14/24 Election of Members to Serve on Outside Organisations

Members to consider whether the Town Council should appoint representatives and substitutes to attend meetings of any other local organisations.

Members to note the representatives are required to provide the Full Council or the appropriate committee, with a written report of any meeting that they have attended for distribution with Town Councils agendas.

a) Representatives reporting to the Full Council

- Rochford District Dutch Cottage (Chairman of Rayleigh Town Council, no substitute allowed)
- Rochford Hundred Association of Local Councils (Chair or Vice-Chairman)
- Chamber of Trade
- Rayleigh Mount
- Essex County Council Parish Transport Representative
- Rochford and District Community Safety Partnership
- Finchfield Trust (Chairman of Council)

Representatives reporting to the Communities Committee

- Rayleigh Town Museum (Chairman of museum).
- Public Footpaths (Chairman of museum)

Cllr Lambourne proposed and Cllr R Milne seconded that all representatives whereby Chairman/Vice Chairman is not expected to attend, be deferred until the next Full Council. **Vote carried and resolved.**

15/24 Appointment of Clerk to Administer Dispensations in 2024 – 2025

Resolved. The Town Clerk as Proper Officer to the Council will be authorised, where in their view it is appropriate, to administer dispensations for members with disclosable pecuniary interests that would otherwise leave the council inquorate.

16/24 General Power Of Competence

To note that the Town Council cannot presently exercise the general power of competence for the year 2024-25.

17/24 Bank Signatories

Cllr S-J Page proposed and Cllr R Linden seconded the additional banking signatories of Cllrs M O'Leary, I Wilson, C Stanley, M Vernon, N Gallop, L Knell and V Wilson. **Vote carried and resolved.**

18/24 Anglia In Bloom

Cllr Gallop proposed and V Wilson proposed that Anglia in Bloom participation for 2024 be withdrawn. **Vote carried and resolved.**

Cllr J Newport and L Newport seconded that future participation will be considered by the Communities Committee. **Vote carried and resolved.**

19/24 Items for Next Agenda

Meeting Closed at 8.39pm