



RAYLEIGH TOWN COUNCIL

The Pavilion, King George V Playing Field, Bull Lane,
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Minutes of a meeting of the Policy and Finance Committee

held on Monday 10th June 2024 at 7.30pm

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

PF1/24 Appointments

The Town Clerk opened the meeting.

a. Election of a Chair

Cllr I Wilson was nominated as Chair by Cllr S-J Page, seconded by Cllr I Ward and unanimously carried.

b. Appointment of a Vice-Chair

Cllr R Milne was nominated by Cllr M O'Leary, seconded by Cllr D Balding and unanimously carried.

PF2/24 Those present and apologies for absence.

Chair Cllr I Wilson

Councillors Cllrs S-J Page, M Sutton, M O'Leary, R Milne, D Balding, J Lumley, I Ward, C Roe.

Substitution Cllr M Vernon for Cllr M Sutton and Cllr N Gallop for Cllr R Lambourne.

Non committee Cllrs V Wilson and C Stanley

Also present Town Clerk

Resolved. The Council recorded those present and accepted apologies for absence with substitutions.

PF3/24 Declarations of interests.

All members of District and County Council declared their interests. Cllr M O'Leary declared his interest in agenda point PF13/24.

PF4/24 Code of Conduct

It was 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 with all participants expected to behave in a professional and constructive manner.

PF5/24 Public forum

No members of the public were present.

- PF6/24 Minutes of last meeting.**
Resolved. The minutes of the Policy & Finance committee meeting held on 22nd April 2024 are approved as true record. Proposed by Cllr I Ward, seconded by Cllr R Milne and carried unanimously.
- PF7/24 Terms of Reference**
Resolved. The present Terms of Reference for the IT Working Party were proposed be put forward to the Full Council.
- PF8/24 End of Year Internal Audit**
The internal end of year audit was noted.
- PF9/24 Financial Matters**
Finances for end of year 31st March 2024
Payment lists for March 2024
Budget Report
EMR balances
Bank Reconciliations
Bank Statements and Balances as of 31st March 2024:
- | | |
|----------------------|----------|
| Nationwide | £172,320 |
| R.T.C. Unity Current | £59,682 |
| R.T.C. Unity Deposit | £71,752 |
| K.G.V. Trust | £29,182 |
| PWLB | -£90,000 |
- Resolved:** The Council noted and accepted the budgetary information unanimously.
- PF10/24 A.G.A.R. Governance Statement**
Resolved: To put forward to Full Council the recommendation that the governance statement be approved and signed.
- PF11/24 A.G.A.R. Financial Statement**
Resolved. To put forward to Full Council the recommendation that the financial statement be approved and signed.
- PF12/24 KGV Repair**
Resolved: To recommend to Full Council the authorisation a KGV Maintenance EMR spend of £275.70 for a cradle seat urgently needed in the play area agreed unanimously.
Resolved: To recommend to Full Council to move £2000 for the KGV Play Equipment EMR to the Play Equipment Repairs budget code and agreed unanimously.
- PF13/24 Bowling Club Rent**
As per Open Spaces Committee minute **EOS32/24** to review the bowling club rent.

A Councillor highlighted that the Council had contributed towards the bowling green several years ago, to which the sum would need to be confirmed, and remind members that this is also a public bowling green. Document history was requested to circulate to members.

Resolved: To ascertain the rent linked to retails index for present charges and initiate a full review to obtain the true rentable value from 30th September 2025.

PF14/24 D.B.S. Checks

Resolved: To obtain Enhanced D.B.S. checks for all Councillors except where those already holding provide a copy to the office. Proposed by Cllr I Wilson, seconded by Cllr R Milne and carried unanimously.

PF15/24 Policy Updates

Resolved: To obtain policies needing updates from NALC templates and bring to Policy and Finance Committee.

PF16/24 Financial Regulations 2024

Resolved: To bring the updated Financial regulations from NALC template 2024 and bring to the Policy and Finance Committee.

PF17/24 Close meeting to public and press.

Resolved: To close meeting to public and press to consider confidential and information.

PF18/24 I.T.

Resolved: £300 spend from I.T. EMR.

Resolved: To move £10,000 from Climate Change EMR to IT EMR.

PF19/24 Open meeting to public and press.

Motion: To open meeting to public and press.

PF20/24 Items for next agenda.