



RAYLEIGH TOWN COUNCIL
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Minutes of the Town Council held on Monday 24th June 2024 at 7.30pm at The Pavilion, King George V Playing Field, Bull Lane, Rayleigh, SS6 8JD

20/24 Those Present and Apologies for Absence

Chair M Vernon

Councillors D Balding, E Brewer, J Burton, N Gallop, L Knell, K Knight, R Lambourne
R Linden, J Lumley, R Milne, L Newport, S-J Page, C Roe, C Stanley,
M Sutton, I Wilson.

Also present Town Clerk and three members of the public

Apologies Cllrs I Ward, B Newport, M O'Leary, V Wilson and J Newport

21/24 Register of members interests.

All Rochford District Councillors And Essex County Councillors declared their interests.
Cllr E Brewer declared an interest as Rochford District Council's representative of
Rayleigh Mount National Trust.

Cllr C Stanley declared a non-pecuniary interest in agenda item 37/24.

22/24 Code of Conduct/Civility and Respect

It was noted that the meeting would 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.

23/24 Election of Vice-Chair

Due to resignation of the Vice Chair, Cllr C Stanley proposed and L Knell seconded, R Linden be Vice Chair. With no other nominations, Cllr R Linden was voted and elected with three abstaining.

24/24 Public Forum

The meeting was adjourned to allow members of the public to speak on matters relating to this agenda.

A member of the public expressed his disappointment of some arrangements at the D-Day celebration by Rochford District Council.

A member of the public expressed his disappointment regarding the removal /relocation of some past Chairman photographs in the Chamber at Rayleigh Town Council.

A Church liaison officer spoke on behalf of the volunteers who have been responsible with herself and the Deputy Town Clerk, for organising Rayleigh Town Remembrance Sunday Service and Wreath Laying event over many years. She requested that the Town Council considers this year's event, and offered two alternatives should it not have been, with an imminent answer.

25/24 Remembrance Service

Arrangements of Rayleigh Town Council's Remembrance Service were discussed by the Council.

26/24 Minutes of Town Council

Resolved. The Council approved and signed the minutes of the Full Town Council meeting that was held on 13th May 2024 as a true record.

27/24 Chairman's Engagements

15th May	Dementia Awareness Stall at Rayleigh Market
23rd May	Essex Playing Field Association Centenary A.G.M.
6th June	80th Anniversary of D-Day – lighting of the Beacon
9th June	Opening Trinity Fair
11th June	Finchfield Trust meeting
15th June	Picnic and Storytelling on Rayleigh Mount

The Chair's engagements were noted.

28/24 Election of Members to Working Groups

Resolved: Council ratified the terms of reference of the Working Parties and Sub-Committees.

Resolved: Members of Working Groups and Sub-Committees agreed as listed.

a) Election of members reporting to Communities Committee:

- Rayleigh in Bloom Working Group - members Cllrs N Gallop, B Milne, L Knell, S-J Page, M O'Leary, M Vernon.
- Christmas Lights Working Group – members Cllrs V Wilson, M Vernon, R Linden, I Wilson, M Sutton, K Knight, N Knell, L Knell, S-J Page, R Milne.
- Trinity Fair Working Group – members M Sutton, R Linden, N Knell, L Knell, N Gallop, V Wilson, M O'Leary, I Wilson, R Lambourne, S-J Page, R Milne.
- Community Safety Sub-Committee (members already agreed)
- Dementia Working Group – members S-J Page, L Knell, M Sutton, R Linden, E Brewer, D Balding.
- Market Working Group (newly formed) – members M Vernon, C Stanley, S-J Page, R Linden.

Terms of Reference to be agreed at the next Communities Committee meeting in keeping with market licence restrictions.

b) Election of Working Group members reporting to the Policy & Finance Committee

- I.T Working Group – members Cllrs R Lambourne, R Milne, N Gallop, M Sutton, J Newport.

c) Election of Working Groups Reporting to Full Council

Proposal by Cllr C Stanley and seconded by S-J Page, to change the name of the Climate Change Working Group, to “Environment and Climate Change Working Group”. **Vote** failed with 4 abstaining.

- Climate Change Working Group– members Cllr N Gallop, L Knell, K Knight, R Milne.

29/24 Election of Grant Sub-Committee

Resolved: The terms of reference were agreed and members of Cllrs N Gallop, S-J Page, L Knell, R Linden, M Sutton, J Burton, M O’Leary.

30/24 Communities Committee

Resolved : To withdraw the recommendation from the Communities Committee to rename itself “Communities and Wellbeing Committee”. **Vote** motion withdrawn.

Election of Members to Serve on Outside Organisations

Members considered Town Council representatives and substitutes to attend meetings of any other local organisations.

Members noted that 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

Resolved: The following representatives were agreed for the organisations listed below.

- Chamber of Trade - Cllr K Knight
- National Trust Rayleigh Mount - Cllr D B Balding
- Essex County Council Parish Transport Representative – Cllr S-J Page and C Stanley.
- Castlepoint and Rochford District Community Safety Partnership (will be the Chairman of Community Safety)
- Wyvern Community Trust - Cllr R Linden

31/24 General Power Of Competence

It was noted that the Town Council can now exercise the general power of competence for the year 2024-25.

Resolved: To approach the Monitoring Officer at Rochford District Council regarding how this will affect Councillor Allowances.

32/24 A.G.A.R. Governance Statement

Resolved: To approve and sign the A.G.A.R. Governance Statement for 2023-24 as recommended by the Policy and Finance Committee. As proposed by Cllr J Lumley and

seconded by Cllr R Linden, being agreed with two abstentions of Cllr L Newport and D Balding.

33/24 A.G.A.R. Financial Statement

Resolved: To approve and sign the A.G.A.R. Financial Statement for 2023-24 as recommended by the Policy and Finance Committee. As proposed by Cllr R Milne and seconded by Cllr R Linden and agreed with two abstentions of Cllr L Newport and D Balding.

34/24 Bank Balances

Bank balances as of 31st May 2024:

Unity Current	£ 78,671
Unity Savings	£201,782
Unity KGV	£ 33,732
Nationwide	£172,320
PWLB	-£ 90,000

Bank balances for 31st May 2024 and payment lists for April and May 2024 were noted.

35/24 Finance

Policy and Finance minute reference **PF12/24** recommendation to Full Council for the movement of £2,000 from the KGV Maintenance EMR to the Play Equipment Maintenance budget code, was noted and ratified.

Policy and Finance minute reference **PF18/24** recommendation to Full Council for the movement of £10,000 from Climate Change EMR to I.T. EMR, was noted and ratified.

It was found that the Council does not have the authority to apply for DBS background checks on Councillors. The Council can request these, with Councillors providing them to the office should they wish.

Resolved: To withdraw the proposal to reimburse costs involved with DBS checks of Councillors as of minute reference **PF14/24** with costs to coming from the Community Safety EMR. **Vote** proposal withdrawn.

Resolved: To pre-authorise Councillor training spend from the Councillor Training EMR as the Personnel Committee decides at their next meeting. Proposed by Cllr M Vernon and seconded by Cllr S-J Page. **Vote** carried unanimously.

It was noted that the Open Spaces Committee will be considering the possibility of CCTV at the KGV Field, linking it with the Districts system at their next meeting and therefore using part of the Community Safety EMR.

Cllr E Brewer as a representative of the Dementia Friendly Town working group, requested the use of the grant receipt in the Dementia Friendly Town EMR.

Resolved: To defer the use of the grant receipt that sits in an EMR, until further information is available and bring back to the next Communities Committee meeting. Proposed by Cllr J Lumley, seconded by Cllr R Linden, and carried with three abstentions.

36/24 Local Council Accreditation Award

To discuss the possibility to regaining its Local Council Accreditation Award.

Proposal: by Cllr J Lumley , seconded by Cllr M Vernon, to defer this motion until the next Full Council meeting. **Vote** carried unanimously.

37/24 Flowerbed London Road

Motion: To approve the recommendation from the Communities Committee on minute reference **COM13/24** that the responsibility of the flower bed in London Road be passed back to Rochford District Council. **Vote** failed.

Proposal: by Cllr S-J Page and seconded by Cllr L Newport to defer this item back to the next Communities Committee meeting.

Proposed by Cllr M Vernon and seconded by Cllr R Linden, to uphold standing order 3.x to enable the meeting to extend past 2 hours. **Vote** carried.

38/24 To Note and Ratify Committee Minutes:

Planning	2nd April and 3 rd June 2024
Open Spaces	20 th May 2024

Policy and Finance	10 th June 2024
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Resolved: The Planning, Open Spaces and Policy and Finance minutes as listed were ratified. **Vote** agreed unanimously.

Communities	17 th June 2024
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Resolved: The Communities Committee minutes as listed were not agreed and requested to be amended at the next Communities meeting. **Vote** agreed unanimously.

39/24 Consultations

It was noted that there are no consultations.

40/24 Clerks Report

No decision was made, with the minutes of each committee presently providing updates.

41/24 Meeting Room

Councillor Burton questioned Chairman portraits having been re-arranged or removed from the meeting room without prior consultation of the Council, and requested a Full Council vote on the matter.

Meeting Closed at 9.49pm

42/24 Items for Next Agenda

None requested.