



RAYLEIGH TOWN COUNCIL
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Minutes of the Personnel Committee meeting Monday 22nd July 2024 at 7pm at The Pavilion, King George V Playing Field, Bull Lane, Rayleigh, SS6 8JD

PER 44/24 Election of Chair.

Nominations received.

Proposal Cllr June Lumley be Chair
Proposed Cllr C Roe
Seconded Cllr J Newport
Vote Carried by use of casting vote by present Chair

Proposal Cllr V Wilson be Chair.
Proposed Cllr R Lambourne
Seconded Cllr M Vernon
Vote Failed by use of casting vote by present Chair

PER 45/24 Election of Vice-Chair

Nominations received.

Proposal Cllr D Balding be Vice-Chair
Proposed Cllr C Roe
Seconded Cllr J Newport
Vote Carried by use of casting vote by present Chair

Proposal Cllr V Wilson be Vice-Chair
Proposed Cllr M Vernon
Seconded Cllr R Lambourne
Vote Failed by use of casting vote by present Chair

Cllr M Sutton arrival 7.10pm.

PER 46/24 Those present and apologies for absence.

Chair Cllr J Lumley
Members Cllrs V Wilson, M Vernon, D Balding, J Newport, C Roe, R Lambourne
Apologies Cllrs S-J Page and M O'Leary
Substitutes Cllrs R Linden for S-J Page and M Sutton for M O'Leary
Resolved Apologies for absence and substitutions recorded and accepted.

PER 47/24 Declaration of members' interests

All Rochford District Councillors And Essex County Councillors declared their interests.
Cllr C Roe declared her interests in PER55/24.

PER 48/24 Public Forum

No public present.

PER 49/24 Minutes of the previous meeting

Resolved. The minutes of the previous meeting are approved as a true record.

PER 50/24 Closure of meeting to press and public

Proposal Closure of meeting to press and public be moved to after agenda point PER53/24.

Proposed Cllr J Newport

Seconded Cllr J Lumley

Vote Carried

PER 51/24 Role of Chair

Noted.

PER 52/24 Member Officer Protocol

Noted.

Proposal To reinstate visitor handbook to Council office for all users of the Chamber inclusive of meetings.

Proposed Cllr J Newport

Seconded Cllr J Lumley

Vote Carried

PER 53/24 Training

Staff

Personal Development plans to be considered.

Councillors

Resolved E.A.L.C. training offered on 7th and 14th September at Rayleigh Town Council premises at a cost £260 per Councillor, with a minimum of ten Councillors to attend with priority given to new Councillors.

Proposal Refresher Courses to be offered to longstanding Councillors according to budget.

Proposed Cllr M Vernon

Seconded Cllr J Lumley

Vote Carried

Proposal To offer relevant Councillor development to members according to budget.

Proposed Cllr J Newport

Seconded Cllr J Lumley

Vote Carried

Resolved. In accordance with s.1 of the Public Bodies (Admission to meetings) Act 1960 to resolve that, in view of the nature of the business to be discussed, it is in the opinion of the Sub-Committee advisable that the public and press be excluded, and they are instructed to withdraw. Photographing, recording, broadcasting, or transmitting the proceedings of a meeting by any means is not permitted during the closed session.

PER 54/24 Apprenticeship Update

To note this is currently being advertised.

PER 55/24 Work Experience Update

To note that the recent work experience was completed.

PER 56/24 Staff Workload Update

Workload changes have improved the efficiency of the administrative functions. The Town Clerk achieved CiLCA in June 2024. Any necessary additional hours worked by the Town Clerk and Finance Officer having been previously agreed by Personnel Committee and within budget available for 2023-24.

Workload and hours for the Town Clerk, Deputy Town Clerk and Finance Officer to be further reviewed and reported to the Policy & Finance Committee to inform the budget process for 2025-26.

PER 57/24 Open the meeting to press and public.