



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 30th September 2024 at 7.30pm
at The Pavilion, King George V Playing Field, Bull Lane, Rayleigh, Essex, SS6 8J**

PF21/24 Those present and apologies for absence.

Chair Cllr I Wilson

Councillors R Lambourne, R Milne, C Roe

Apologies Cllrs S-J Page, M O'Leary, D Balding, J Lumley, I Ward

Substitution Cllrs M Vernon for S-J Page, N Gallop for M O'Leary, and J Burton for I Ward.

Absent M Sutton

Also Present Town Clerk, Administration Clerk and Cllr V Wilson

Resolved. The Council recorded those present and accepted apologies for absence with substitutions. Proposed by Cllr J Burton and seconded by Cllr R Milne.

PF22/24 Declarations of interests.

All members of District and County Council declared their interests.

PF23/24 Code of Conduct

It was noted that this 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.

PF24/24 Public forum

No members of the public wished to speak.

PF25/24 Minutes of last meeting.

Resolved. The minutes of the Policy & Finance committee meeting held on 10th June 2024 were approved as a true record. Proposed by Cllr R Milne and seconded by Cllr I Wilson.

PF26/24 Financial Matters

Finances for 31st August 2024

Payment lists for August 2024

Budget Report

EMR balances

Bank Reconciliations

Bank Statements and Balances as of 23rd September 2024:

Nationwide	£172,320
R.T.C. Unity Current	£72,610
R.T.C. Unity Deposit	£232,822
K.G.V. Trust	£34,196
PWLB	-£90,000

Resolved. The Council noted and accepted the budgetary information unanimously. Proposed by Cllr R Lambourne and seconded by Cllr R Milne.

PF27/24 Ear Marked Reserves Spends

Ear Marked Reserve Spends on minute reference OS26 and OS28 for Open Spaces were noted:

- Tree Crown Reduction at KGV Field - £1,950
- Tree Survey at KGV Field - £650

Resolved. It was agreed unanimously that £1950 and £650, be spent from the King George V Field Maintenance ear marked reserve, for tree reduction and survey in the KGV Field. Proposed by Cllr R Lambourne and seconded by Cllr J Burton.

PF28/24 Committee Budget Amendment Proposals for Financial Year 2024-25

To confirm the required amendments to the 2024-25 budget including the recommendations from the Personnel Committee under minute reference PER64/24 and PER67/24.

Resolved. To update the budget 2024-25 of legal fees to £2,000, Staff Training to £850, John Fisher to £3,100, KGV Toilets to £1,200, Salaries to £129,468, Pension £48,364, National Insurance to £43,296, Remembrance Parade to £3,614, Christmas Lights to £28,000 and Crucial Crew to £0. Proposed by Cllr C Roe and seconded by N Gallop.

PF29/24 Budget 2025-26

The budget under consideration for 2025-26 to which Chairs/Committees have been consulted, was noted, with a further budget meeting to take place prior to the next Policy and Finance meeting in November.

PF30/24 Police, Fire and Crime - Community Safety Development Fund grant applications

It was noted that Rayleigh Town Council are awaiting a response to the CCTV and lighting grant applications for the KGV Field.

PF31/24 Sweyne Park Bridlepath Lighting

The estimate for the full costs of Sweyne Park Bridlepath lighting from Rochford District Council of £46,833 of which Rayleigh Town Council agreed to part fund a third of the costs, up to the limit of £15,000, which will be funded from the Community Safety ear marked reserve after confirming at the next Full Council meeting on 14th October 2024.

Resolved. To authorise and note at Full Council the payment of £15,000 to Rochford District Council towards the costs of the lighting proposal at Sweyne Park Bridlepath to be financed from the Community Safety ear marked reserve. Proposed by Cllr B Milne and seconded by Cllr M Vernon.

PF32/24 Rayleigh Market – Saturdays in December 2024

It was noted that should the Saturday markets in December 2024 proceed, that a Street Trading Licence would be a requirement from Rochford District Council at a fee of £310, as discussed at the Communities Committee.

PF33/24 Close meeting to public and press.

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

PF34/24 Snack Bar Lease

The draft lease for the King George V Field Snack Bar from the solicitors was noted.

PF35/24 I.T.

Resolved. To appoint company B for the provision of both the Microsoft 365 Business Basic .gov e-mail addresses and I.T. support, with costs to come for the I.T. ear marked reserve. Proposed Cllr R Lambourne and seconded by Vllr R Milne,

PF36/24 Open meeting to public and press.

Resolved. To open meeting to public and press.

Meeting Closed at 7.57pm