



Rayleigh Town Council

The Pavilion, King George V Playing Field, Rayleigh, SS6 8JD
www.rayleightowncouncil.gov.uk

**Minutes of the Full Town Council meeting
held on Monday 2nd March 2026 at 7:30pm
at The Pavilion, King George V Playing Field, Rayleigh, SS6 8JD**

Members Present:

- Cllr D Balding
- Cllr E Brewer – Vice-Chairman of Council
- Cllr L Knell
- Cllr N Knell
- Cllr R Lambourne
- Cllr R Milne
- Cllr B Newport
- Cllr J Newport
- Cllr L Newport
- Cllr C Roe
- Cllr C Stanley
- Cllr D Sperring
- Cllr M Vernon – Chairman of Council
- Cllr I Wilson
- Cllr V Wilson

In Attendance: S Fishenden – Town Clerk & Responsible Financial Officer

Item 1: Apologies for Absence: To receive and accept apologies

Apologies were received and accepted from Cllr Page, Cllr Linden, Cllr O Leary, Cllr Sutton, Cllr Ward, Cllr Lumley and Cllr Gallop.

Item 2: Declaration of Members' Interests: To receive declarations of pecuniary and non-pecuniary interests for this meeting

There were none.

Item 3: Minutes of Previous Meeting: To approve the minutes of the Full Council meeting held on 9th February 2026 as an accurate record

The minutes of the meeting held on 9th February 2026 were approved as an accurate record.

PROPOSED: Cllr Vernon. SECONDED: Cllr V Wilson. All in favour.

Item 4: Public Session & External Reports

4.1 Public Session

There were no members of the public present.

4.2 Rochford District Councillors

Cllr Newport reported on the Local Plan consultation and enquired with the Town Clerk what opportunity members of the public would have to provide feedback on the Town Council's response.

The Town Clerk confirmed it was an agenda item on the Planning Committee for the 9th March 2026

4.3 Essex County Councillors

There was no report received.

Item 5: Chairman's Updates: To receive a verbal report from the Chairman of Rayleigh Town Council

The Chairman of Council reported the following:

- The Vice-Chairman of Council had attended on her behalf, the Essex County Council Civic Service at Chelmsford Cathedral
- The Easter Egg Hunt would be taking place and was being sponsored by Essex Clear Ears who would also be introducing a Easter colouring competition for children
- She would be soon be meeting with the Economic Development Manager at RDC to discuss the Art Box project receiving UKSPF funding
- A by-election was now confirmed and would be taking place on Thursday 7 May

Item 6: Clerk's Report: To note a report of items for information from the Town Clerk & Responsible Financial Officer

The Clerk's Report was noted.

Item 7: Financial Matters

7.1 Budget Monitoring: To note the report showing the Town Council's current financial position

The budget monitoring report was noted.

7.2 External Audit 2024-25: To receive and note the external auditor's Report and certificate for the year ended 2024-2025, Section 3 of the Annual Governance & Accountability Return (AGAR) for the Town Council

The external auditor's report and certificate for the year ended 2024-2025 was received and noted.

Item 8: Heritage Trail: To consider a proposal from the Tourism Officer at Rochford District Council to refresh the heritage trail for Rayleigh

It was agreed the Town Council approved the proposals prepared by the Tourism Officer.

PROPOSED: Cllr Vernon. SECONDED: Cllr Brewer. All in favour.

Item 9: Council Administration

9.1 Councillor and Staff Training Day: To consider commissioning Mulberry Local Authority Services to provide a councillor and staff training day, at a cost of £800 + VAT, to be spent from the All-Cllr Training Day earmarked reserve

This item was deferred for further consideration at a later date.

9.2 VOIP System: To consider implementing a replacement VOIP system, to be spent from the 2026-27 IT & Communications cost code

It was agreed to defer consideration of this item.

PROPOSED: Cllr L Newport. SECONDED: Cllr Stanley. All in favour.

Item 10: Council Services

10.1 Town Clock Inspections: To consider entering a three-year agreement with Smiths of Derby for annual inspections of the Town Clock at a cost of £809 + VAT, to be spent from the 2026-27 Town Clock cost code

It was agreed to enter a three-year agreement with Smiths of Derby for annual inspections at a cost of £809 + VAT, to be spent from the 2026-27 Town Clock cost code.

PROPOSED: Cllr Vernon. SECONDED: Cllr Milne. All in favour.

10.2 Christmas Lights - Electrical Installation Condition Report: To consider commissioning Aylesford Electrical to conduct a EICR on the Christmas Lights, at a cost of £3,293.75 + VAT, to be spent from the 2026-27 Christmas Lights cost code

It was agreed to defer consideration of this item to consult with Essex Highways around what safety testing they conduct on their lampposts.

PROPOSED: Cllr J Newport. SECONDED: Cllr L Newport. All in favour.

Item 11: Council Projects and Events

11.1 Town Council's 30th Anniversary: To consider how the Council wishes to commemorate it's thirtieth anniversary this year

It was suggested that we purchase a commemorative flag, pin badges and bunting to mark the anniversary.

11.2 VE Day 2026: To consider how the Council wishes to commemorate VE Day on Friday 8 May 2026

It was agreed to raise the VE Flag and liaise with Rochford District Council to avoid clashes with the flag-raising times.

11.3 Council Office CCTV System: To consider the quotes received for a replacement CCTV system at the Town Council office, to be spent from the 2026-27 CCTV & Security System Upgrade cost code

This item was deferred for further consideration at a later date.

11.4 Trinity Fair 2026: To consider approving the event costs for Trinity Fair, to be spent from the 2026-27 Trinity Fair cost code

It was agreed to approve the costs of the Trinity Fair, totaling £8775 + VAT, to be drawn from the 2026-27 Trinity Fair cost code.

PROPOSED: Cllr Vernon. SECONDED: Cllr Milne. All in favour.

The meeting closed at 8:34pm