



RAYLEIGH TOWN COUNCIL
The Pavilion, King George V Playing Field, Bull Lane,
Rayleigh, Essex, SS6 8JD
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21st June 2020

Dear Member,

I hereby summons you accordingly to the Town Council Meeting to be held on **Monday 29th June 2020 at 7.30pm.**

The meeting will be conducted remotely and Members will be sent log in details via email.

Members of public wishing to observe this meeting please email clerk@rayleightowncouncil.gov.uk by 1.00pm on the day of the meeting in order to receive access details.

The following agenda and attachments are issued for the Council to take decisions as required. You are expected to consider this agenda and any related documents in advance of this meeting. If you feel that additional information to aid your decision making process is required, you must inform the Deputy Town Clerk in order to allow time for this to be provided before the meeting is scheduled to commence.

Please address any questions to the Deputy Town Clerk by 1.00pm on Friday 26th June 2020.

Yours sincerely,

Miss K T Gaiger
Deputy Town Clerk

Councillors: J Burton, Mrs C Callis, R Dowell, R Dray, E Dray, J Lawmon, C Lumley, Mrs J Lumley, Mrs D Mercer, R Milne, J Newport, R Oatham, K Podd, Mrs C Pavelin, Mrs C Roe, R Shorter, B Smart, Mrs J Sawford, Mrs M Spencer, D Sperring, C Stanley, I Ward, T Wallis.

AGENDA

The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulation 2020 came into force on 4th April 2020. This enables Local Councils to hold remote meetings (including video and telephone conferencing) for a specified period until May 2021. This also removes the requirement to hold an Annual Meeting. The 2020 Regulation applies to Local Council meetings, committee and sub-committee meetings.

1 WELCOME BY CHAIRMAN

- a) Members are advised that the 2020 Regulation removes the requirement to hold an Annual Town and Council meeting this year. The legislation permits the appointments of Chairman and Vice Chairman to continue in their positions until the next Annual Council meeting, possibly next year.

- b) Members to receive attached list of existing membership of Committees, Sub Committees, Working Groups and Representation of Outside Organisations for 2019/2020. That these remain the same for 2020/2021. (attached)

2 DECLARATION OF MEMBER’S INTERESTS

Declaration of interests by members for any item on this agenda.

3 APOLOGIES FOR ABSENCE

To be notified to the Deputy Town Clerk by email, text or phone prior to the meeting. Apologies have been received from Cllr R Oatham.

4 MINUTES OF TOWN COUNCIL MEETING

To receive and approve the minutes of the Town Council meeting that was held on 24th February 2020 (previously approved by the Town Council Chairman and Vice-Chairman). The minutes will be signed when it is appropriate for the Chairman to visit the office.

5 COMMITTEE MEETINGS

To receive and consider recommendations made in the minutes of the following Committee meetings.

Members are reminded to appoint substitutes if they have to give apologies for Committee meetings. Substitutes and non-committee members attending meetings should inform the office in advance of the meeting in order to ensure that there is sufficient time to receive and consider attachments to agendas. The minutes will be signed when it is appropriate for the Chairmen to visit the office.

- a) Environment Committee held on 2nd March 2020 (previously approved by Committee Chairman and Vice Chairman and circulated).
- b) Planning & Highways Committee held on 9th March 2020 (previously approved by Committee Chairman and Vice Chairman and circulated).

6 SUB COMMITTEES AND WORKING GROUPS

To receive and consider recommendations made in the minutes of the following Sub Committees and Working Groups. The minutes will be signed when it is appropriate for the Chairmen to visit the office.

Sub Committee Meetings

- a) Standing Orders Sub-Committee meeting held on 9th March 2020 (previously approved by Sub Committee Chairman)
- b) Allotments Sub Committee meeting held on 3rd March 2020 (previously approved by Sub Committee Chairman)

Working Group Meetings

Community Safety Group meeting held on 3rd March 2020 (previously approved by Working Group Chairman) (attached).

7 POLICY & FINANCE

7.1 Payment List

Members to receive list of payments for February to May 2020 (attached).

Cheque numbers 8945 and 8976 are spoilt cheques.

7.2 Bank Account and Reconciliation

Members to receive a copy of the bank reconciliation. The Committee Chairman will sign the bank statements when it is appropriate to visit the office. (attached).

7.3 Year End Close Down to 31st March 2020

Members to note that Rialtas Business Solutions (RBS) (software provider) conducted the year end close down on 30th April 2020 via remote access.

7.4 Internal Audit 2019/2020

Members to note that the Internal Audit took place on 17th June 2020 and reports are attached for Town Council and King George Trust (attached)

7.5 External Audit Financial Year 2019/2020

Members to receive the completed Annual Return to examine and approve the Annual Governance Statement Section 1, followed by the approval of the Accounting Statement in Section 2. The Town Council Chairman and Deputy Town Clerk will sign the Annual Return for submission to the Auditor. (attached)

7.6 Financial Risk Assessment 2020

Members to receive a copy of the updated Risk Assessment for approval (attached)

8 MARKET

Members to note that the market ceased trading from 23rd March 2020 in line with Government Guidelines in relation to the Covid-19 Virus. The market re-opened on 3rd June 2020 with 4 stalls in order to comply with social distancing. 5 additional stalls have now been added and the Chairman of Environment and Deputy Town Clerk have met with Rochford District Council Environmental Health to discuss the location and the impact on the adjacent businesses.

Members to further note that the Deputy Town Clerk attended a remote meeting held by Rochford District Council with representatives of parishes and Chamber of Trade to discuss the re-opening of High Streets from the 15th June 2020. These meetings will be held fortnightly in order to gain feedback to raise any issues and comments on the operation of the High Street. A meeting was held on 23rd June 2020.

Members to note that the Town Council submitted an application to Rochford District Council Discretionary Business Grant Scheme 2020/2021 in relation to the market not being able to trade during lockdown and have been awarded £5,000.

9 EVENTS

Members to note that due to Covid-19 pandemic the following Town Council events have been cancelled in the interest and concern for the health and safety of members of public.

Primary School General Knowledge Quiz 2020

Great Easter Egg Hunt 2020

St George's Day Flag Raising at the Pavilion – 23rd April 2020

School Council Visits 2020

Trinity Fair 2020 – 7th June 2020

Civic Service – 19th July 2020

Anglia in Bloom Judging Day 2020/Rayleigh in Bloom Presentation 2020

Christmas Lights Switch on 2020 – 26th November 2020

Members to note that arrangements for the Remembrance Parade and Church Service are still on going and will depend on restriction relating to use of churches and social distancing.

Following discussions with Lions Club of Rayleigh the fireworks display will not be held in the King George V Playing Field in 2020.

10 TOWN COUNCIL EMAIL ADDRESSES

Members to consider a quote of £179 to supply all Town Councillors with Rayleigh Town Council email addresses. Further to advice received from the EALC it would be best practice for all Town Councillors to use Rayleigh Town Council address dealing with Council matters only, due to any Freedom of Information request that may be received.