



RAYLEIGH TOWN COUNCIL

The Pavilion, King George V Playing Field, Bull Lane,
Rayleigh, Essex, SS6 8JD

Tel: 01268 741880

Email: clerk@rayleightowncouncil.gov.uk

www.rayleightowncouncil.gov.uk

VAT number: 830 7558 23

22nd February 2021

Dear Member,

I hereby summons you accordingly to the Town Council Meeting to be held on **Monday 1st March 2021 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 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 and, if you feel that additional information to aid your decision making process is required, you must inform the 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 26th February 2021

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 meeting (including video and telephone conferencing) for a specified period until May 2021. This also remove the requirement to hold an Annual Meeting. The 2020 Regulation applies to Local Council meetings, committee and sub-committee meetings.

1 DECLARATION OF MEMBER'S INTERESTS

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

2 APOLOGIES FOR ABSENCE

To be notified to the Town Clerk.

3 CHAIRMANS ANNOUNCEMENTS

Members to note that all successful Grant applicants have been sent letters. Cheques and Certificates will be sent out as requested or held at the office to be presented by the Vice Chairman once permitted following Covid-19 Guidance.

4 MINUTES OF TOWN COUNCIL MEETINGS

To approve the minutes of the Town Council meeting that was held on 21st January 2021

5 MINUTES OF COMMITTEE MEETINGS

To receive and consider recommendations made in the minutes for 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 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

- a) Planning & Highways Committee meeting held on 22nd February 2020 (minutes approved by the Committee Chairman and circulated)

6 TOWN CLERK AND RESPONSIBLE FINANCE OFFICER

Members to agree to the temporary employment of Mr Mike Letch as Town Clerk and Responsible Finance Officer for Rayleigh Town Council for at least a period of a year. (attached copy of CV)

7 MARKET

Members to note that the market continues to trade with essential stalls only (these 4 traders attended during the recent snowy weather conditions). Stalls will be introduced back to the market following the guidance received from Government.

8 ROCHFORD DISTRICT COUNCIL

- a) Rochford District Council Assets

Members to note that the Rochford District Council are currently out for consultation on their Rochford Assets (15th to 28th February 2021). Information is available on the Voyager website on the proposed plans and use of these buildings. A webinar is due to be held on 24th February 2021 for members of public to attend.

The Rayleigh sites are due out for consultation shortly posters will be issued and information circulated. A webinar will be held during this period. Members are reminded to provide any feedback on the proposed plans direct to RDC using the Voyager website. The Town Council will receive a full planning application in due course, which will be considered by the Planning & Highways Committee when received.

9 RBS RIALTAS YEAR END CLOSE DOWN

Members to note that the RBS Rialtas Year End Close Down will take place on 22nd April 2021.

10 ELECTION 2021

Members to note that at present the Town Council Elections will be held on Thursday 6th May 2021. The term of office will be for 3 years due to the 2020 election being postponed.

11 MEMBER TRAINING

a) EALC Training Courses

Members to receive the attached information on training courses being held by the EALC including Chairman's Training Course and new Councillor Training Days in June and July following the election.

b) Council Finance and Budget Management

Members to note that Mr M Letch is proposing to host a member training course on Council Finance and Budget Management. This will cover aspects included the requirements for general reserves.

