



**RAYLEIGH TOWN COUNCIL**  
**The Pavilion, King George V Playing Field, Bull Lane,**  
**Rayleigh, Essex, SS6 8JD**  
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**Email: [clerk@rayleightowncouncil.gov.uk](mailto:clerk@rayleightowncouncil.gov.uk)**  
**[www.rayleightowncouncil.gov.uk](http://www.rayleightowncouncil.gov.uk)**  
**VAT number: 830 7558 23**

Dear Member,

You are hereby summoned to a meeting of the Town Council to be held on **Monday 21<sup>st</sup> June 2021 at 7.30pm** at the Rayleigh Megacentre, 7 Brook Rd, Rayleigh SS6 7UT for the transaction of business as set out below.

Due to the continuing CoVID restrictions, the press and public may attend in person but we would ask to follow the meeting on audiominutes livestreaming instead. If you have any questions or comments for the public forum, please email them or telephone the office. Thank you for your patience and understanding.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'M Letch', with a checkmark below it.

Mr M Letch  
Locum Clerk 16<sup>th</sup> June 2021

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Councillors: D Belton, S Belton, J Burton, C Cannell, C Callis, E Callis, R Dowell, R Dray, J Jacobs, R Lambourne, J Lumley, D Mercer, R Milne, J Newport, S Page, C Pavelin, C Roe, B Smart, J Sawford, D Sperring, C Stanley, J Waight, I Ward.

## **AGENDA**

- 23/21** Those present and apologies for absence.  
**Motion.** The council to record and accept apologies for absence
- 24/21** **Declaration of members' interests**  
Members of the Council are subject to paragraphs 6 (DPIs), 7 (Other Pecuniary Interests) and 8 (Non-Pecuniary interests) of that Code. Members are also subject to paragraphs 9-11 of that Code as regards declaration of interests and participation in the meeting insofar as any item of business involves such an interest.
- 25/21** **PUBLIC FORUM**  
The meeting shall be adjourned for 15 minutes for members of the public to speak on matters relating to this agenda. A maximum of 2 minutes will be allowed per speaker

**26/21 MINUTES OF TOWN COUNCIL MEETINGS**

**Motion.** The Council approve the minutes of the Town Council meeting that was held on 17<sup>th</sup> May 2021 as a true record.

**27/21 Minutes of committee meetings.**

- a. There have been no committee meetings.
- b. To note changes to committee membership
  - i. Cllr Waight to leave Planning & Highways and Open Spaces.
  - ii. Cllr Page to join Planning & Highways and Open Spaces.

**28/21 To receive the internal auditor's report and note the actions or recommendations.**

**Motion.** The Council notes the audit report.

**29/21 To receive the end-of-year accounting reports.**

**Motion.** The Council notes the accounting reports.

**30/21 To approve the AGAR governance statement.**

**Motion.** The Council approved the governance statement for signature and publication.

**31/21 To approve the AGAR financial statement.**

**Motion.** The Council approves the financial statement for signature and publication.

**32/21 Finance reporting.**

To receive a list of all payments up to the end of April 2021.

To receive a list of budgetary information on all accounts.

**Motion.** The Council notes the budgetary information for April 2021 and confirms that the account balance of £400,967.81 agrees with the reconciliation

To receive a list of all payments up to the end of May 2021.

To receive a list of budgetary information on all accounts.

**Motion.** The Council notes the budgetary information for May 2021 and confirms that the account balance of £373,339.83 agrees with the reconciliation.

**33/21 CoVID-19 Memorial.**

To receive suggestions as requested in minute 17/21 and consider options for placing a CoVID memorial in the town. If required, a small group to be appointed and review the suggestions, consult with the public and report back with recommendations to the next full council meeting.

**Motion.** The Council will allocate up to £5,000 for the design and installation of a CoVID memorial in the Town with the money being taken from the Town Centre improvements earmarked reserve.

**34/21 Rochford District Council welcome back funding.**

To receive suggestions as requested in minute 18/21 and consider options for encouraging the public back to the High Street.

**Motion.** The council will agree a proposal and apply for funding.

- 35/21**     **To consider making an application to have Mill Hall declared an asset of community value.**  
**Motion.** The Council will set-up a cross party working group to prepare a submission to have Mill Hall declared an asset of community value for approval at the next full council meeting.
- 36/21**     **Trinity Fair 2022**  
**Motion.** The Council to agree that the Trinity Fair 2022 will be held on Sunday 12<sup>th</sup> June 2022.
- 37/21**     **Items for next agenda.**