



RAYLEIGH TOWN COUNCIL
The Pavilion, King George V Playing Field, Bull Lane,
Rayleigh, Essex, SS6 8JD
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Dear Member,

You are hereby summoned to an extra meeting of the Town Council to be held on **Monday 4th October 2021 at 7.30pm at The Pavilion, King George V Playing Field, Bull Lane, Rayleigh, Essex, SS6 8JD (entry via Websters Way)** for the transaction of business as set out below.

The public and press are welcome to attend and the meeting.

Yours sincerely,

Mr M Letch
Locum Clerk 29th September 2021

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

- 102/21** Those present and apologies for absence.
Motion. The council to record and accept apologies for absence
- 103/21** **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.
- 104/21** **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.
- 105/21** **Minutes of Town Council meeting**
- Motion.** The Council approve the minutes of the Town Council meeting that was held on 21st June 2021 as a true record.
 - Motion.** The Council approve the minutes of the Town Council meeting that was held on 9th August 2021 as a true record.

- c. **Motion.** The Council approve the minutes of the Town Council meeting that was held on 31st August 2021 as a true record.
- d. **Motion.** The Council approve the minutes of the Town Council meeting that was held on 8th September as a true record and notes the submission of the Spatial Plan comments.

106/21 Finance

To receive a list of all payments up to the end of August 2021.
To receive a list of budgetary information on all accounts.

Motion. The Council notes the budgetary information for August 2021 and confirms that the account balance of £494,735.98 agrees with the reconciliation.

107/21 To note the draft budget for 2022 – 23

Councillors to consider dates for finance and budget training workshop.

108/21 To consider councillor allowances for 2021 -2022

Following the expiry of the Quality Parish Council award in November 2020, councillors are no longer eligible for the 5% increase in allowance.

Motion. The Councillor allowance reverts to the £1,275 p.a. for the year 2021-22 as recommended by the remuneration panel.

109/21 To discuss the standard of floral displays in 2021.

110/21 To note minutes of Policy and Finance Committee and to consider recommendations for

a. Payroll

Motion. The council appoints J&M Ltd to manage payroll.

b. Banking.

Motion. The council will transfer the main working account to Unity Bank

Motion. The council will commence online payments where necessary, appointing six councillors to be signatories.

Motion. The council will apply for a Unity charge card with a limit of £1,000 with the Clerk and Deputy Clerk as authorised users.

c. Asset register

Motion. The council will purchase the RBS Rialtas asset management module.

d. IT hardware

Motion. The council will purchase four laptops for office use.

Motion. The council will end the IT support contract.

e. Website

Motion The council will transfer the website to VisionICT.

f. Telecoms

Motion. The council will appoint Daisy VOIP as telecoms provider.

g. Terms of reference

Motion. The council approved the terms of reference v1.4 for adoption.

111/21 To note the welcome back report to Rochford District Council.

112/21 To note minutes from Open spaces committee.

113/21 To note minutes from personnel committee.

114/21 To note minutes from Planning & Highways committee

115/21 To consider funding a memorial bin or plaque for the Royal British Legion.

116/21 Chairman's Engagements

Members to note that the Town Council Chairman attended the following engagements during this time

28th September 2021 - Rayleigh Primary – Year 6 Class Democracy Lesson

29th September 2021 – Rayleigh Town Museum – Rochford District Tapestry Exhibition

Grant cheques were also presented to RRAVS and Paint Box.

118/21 Covid-19 Memorial

Members to note that the survey for the Covid-19 memorial will closed on Friday 1st October 2021. Results of the poll will be given to members at the meeting. for information only.

119/21 Market

Members to consider holding a market on the Saturdays leading up to Christmas. Some form of Covid restrictions will still be in place, market stalls cannot be located in the taxi lagoon at the weekend and lack of staff will make supervision and management difficult.

Motion. The Christmas Saturday markets will be postponed until Autumn 2022.

117/21 120/21 Items for next agenda.

Standards of bin emptying.