



**RAYLEIGH TOWN COUNCIL**  
The Pavilion, King George V Playing Field, Bull Lane,  
Rayleigh, Essex, SS6 8JD  
Tel: 01268 741880  
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 29<sup>th</sup> November 2021 at 7.30pm** at the **Megacentre. 7 Brook Rd, Rayleigh SS6 7UT** 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 24<sup>th</sup> November 2021

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Councillors: D Belton, S Belton, J Burton, 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

***Before the meeting opens, there will be a one-minute silence in remembrance of Cllr Craig Cannell.***

- 120/21** Those present and apologies for absence.  
**Motion.** The council to record and accept apologies for absence
- 121/21 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.
- 122/21 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.

**123/21 Minutes of Town Council meeting**

**Motion.** The Council approves version 1.2 of the minutes of the Town Council meeting that was held on 4<sup>th</sup> October 2021 as a true record.

**124/21 Finance**

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

To receive a list of budgetary information on all accounts.

**Motion.** The Council notes the budgetary information for September 2021 and confirms that the account balance of £ 438,409.02 agrees with the reconciliation.

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

To receive a list of budgetary information on all accounts.

**Motion.** The Council notes the budgetary information for October 2021 and confirms that the account balance of £415,664.42 agrees with the reconciliation.

**125/21 Correspondence**

Festive Lighting

**126/21 Consultations**

None this month

**127/21 To note minutes of Policy and Finance Committee and to consider recommendations for**

**a. Banking.**

**Motion.** The council will transfer the main working account to Unity Bank keeping a reserve of £10,000 in the current NatWest account.

**Motion.** The council will commence online payments where necessary, appointing Cllr D Belton, to the current signatories; Cllrs B Smart, C Pavelin, C Roe, D Sperring, D Mercer.

**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.

**b. Terms of reference**

**Motion.** The council approves terms of reference v1.5 for adoption.

**c. Budgets**

To note the recommended budget and proposals for earmarked reserves for

Climate emergency	£30,000
Operation London Bridge	£1,000
John Fisher open space	£25,000
Allotment sites	£10,000

To note proposals for reserves and budgets arising from the budget workshop on 24<sup>th</sup> November a.

**d. Grants policy**

To note the adoption of a revised grant award policy and recommendation to increase the grant funding budget.

**128/21 To approve a budget for 2022-2023**

The Council has received the draft council tax base of 12,315.4 which would deliver a precept of £410,964.90 if applied to an unchanged Band D charge of £33.37. The total precept may vary if the tax base changes, but the intention is to leave the precept demand per household unchanged. There is a small underspend of £2,742 to absorb any downward movement in the tax base.

**Motion.** The Council approves a balanced budget of £464,416 for the year 2022-2023.

**129/21 To consider setting a precept for 2022 -2023**

Based on the budget approved above, the council will require a precept of £410,965 to deliver its services for 2022-2023

**Motion.** The Council will set a precept based on an unchanged Band D equivalent of £33.37 to raise a total sum of £410,965

**130/21 To consider declaring a climate emergency**

**Motion.** The Council resolves to join other councils in declaring a Climate Emergency and to use all reasonable endeavours to reduce any negative impact of Council services on the environment, with the goal to be carbon neutral by 2030.

**131/21 To consider applying for the purple flag award.**

The Purple Flag is an accreditation process like the Green Flag award for parks and the Blue Flag for beaches. It leads to Purple Flag status for town & city centres that meet or surpass the standards of excellence in managing the evening and night-time economy.

**Motion.** The Council will apply for purple flag accreditation.

**132/21 Welcome back funding**

To consider proposals for St George's day celebrations and art event.

**133/21 To consider designating Mill Hall as 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.

**134/21 To consider standards of bin emptying.**

**135/21 To note minutes from Planning & Highways committee.**

**136/21 To note minutes from the Open Spaces Committee**

**137/21 Chairman's Engagements**

Members to note that the Town Council Chairman attended the following engagements

- Essex Playing fields awards.
- Remembrance service

**137/21 Grants Sub Committee**

Members to note that the Grant Sub Committee meeting will be held on Wednesday 8<sup>th</sup> December 2021 at 7.00pm at the Pavilion. Members to nominate who should replace Cllr Cannell on this committee.

**138/21 Annual Town Meeting**

Members to note that Sweyne Park school have been contacted to host the Annual Town meeting on Wednesday 20<sup>th</sup> April 2022, but they do not have availability due to long term bookings. FitzWimarc have been contacted and an update will be provided at the meeting.

The Annual Town Awards nomination letter will be sent to organisations and included in the December newsletter for the Rayleigh Times. Details will also be posted on Facebook.

**Items for next agenda.**