



**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**

13<sup>th</sup> January 2025

Dear Member

You are hereby summoned to an extra meeting of the Town Council to be held on **Monday 20<sup>th</sup> January 2025 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.

Members of the public and press are welcome to attend and the meeting.

**Please address any questions to the Town Clerk by Friday 17<sup>th</sup> January 2025**

Yours sincerely,

Mrs K Hardy  
Deputy Town Clerk

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Councillors: D Balding, E Brewer, J Burton, N Gallop, L Knell, N Knell, R Lambourne, R Linden, J Lumley, R Milne, B Newport, J Newport, L Newport, M O'Leary, S-J Page, C Roe, C Stanley, M Sutton, M Vernon, I Ward, I Wilson, V Wilson

#### **AGENDA**

- 66/24 Those present and apologies for absence.**  
To be notified to Town Clerk in advance. Apologies have been received from Cllr R Milne.  
**Motion.** The council to record and accept apologies for absence
- 67/24 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.
- 68/24 Code of Conduct/Civility and Respect**  
To note that the meeting will be carried out under the terms of the Local Government Association and Rayleigh Town Council's Code of Conduct policy together with NALC's Civility and Respect pledge with all participants expected to behave in a professional and constructive manner.

- 69/24 Public Forum**  
Members of the public to be given the opportunity to speak on matters relating to this agenda. A maximum of 2 minutes will be allowed per speaker and total of 15 minutes.
- 70/24 Minutes of Town Council meeting**  
**Motion.** The Council approve the minutes of the Town Council meeting that was held on 16<sup>th</sup> December 2024 as a true record (attached)
- 71/24 Finance**  
Members to note the current bank balances as of 31st December 2024
- |               |            |
|---------------|------------|
| Unity Current | £59,129.44 |
| Unity Savings | £84,948.48 |
| Unity KGV     | £34,481.91 |
| Nationwide    | £172,320   |
| PWLB          | -£90,000   |
- of which:  
Ear Marked Reserves £103,965.90
- All financial reports were received and approved by the Policy & Finance Committee Meeting held on 13<sup>th</sup> January 2025
- 72/24 Internal Audit**  
Members to receive a copy of the internal auditor report.
- 73/24 To Note and Ratify Committee Minutes :**
- |                    |                               |
|--------------------|-------------------------------|
| Personnel          | 6 <sup>th</sup> January 2025  |
| Open Spaces        | 13 <sup>th</sup> January 2025 |
| Policy and Finance | 13 <sup>th</sup> January 2025 |
- 74/24 Budget for 2025– 2026**  
Members to agree the budget for 2025-2026 in order to set the precept for 2025-2026
- 75/24 Precept 2025-2026**  
Members to agree the precept for 2025-2026. Rochford District Council must be notified by 30<sup>th</sup> January 2025.