



RAYLEIGH TOWN COUNCIL
The Pavilion, King George V Playing Field, Bull Lane,
Rayleigh, Essex, SS6 8JD
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24th February 2025

Dear Member

You are hereby summoned to an extra meeting of the Town Council to be held on **Monday 3rd March 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 28th February 2025

Yours sincerely,

Mrs K Hardy
Deputy Town Clerk

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, D Sperring, C Stanley, M Sutton, M Vernon, I Ward, I Wilson, V Wilson

AGENDA

76/24 Those present and apologies for absence.

To be notified to Town Clerk in advance. Apologies have been received from Cllrs V Wilson and M Sutton.

Motion. The council to record and accept apologies for absence

77/24 Election of Lodge Ward Councillor

Members to note that following the election on 23rd January 2025, Cllr D Sperring was elected as the ward councillor for Lodge ward. Cllr Sperring has signed the acceptance of office book and submitted his register of interest form, which has been forwarded to Rochford District Council

Members to agree the committees that Cllr Sperring will be added to. To note that the previous councillor was on Planning and Open Spaces.

78/24 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

79/24 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.

80/24 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.

81/24 Minutes of Town Council meeting

Motion. The Council to approve the minutes of the Town Council meeting that was held on 20th January 2025 as a true record (attached)

82/24 Finance

Members to note the current bank balances as of 31st January 2025

Unity Current	£35311.33
Unity Savings	£84948.48
Unity KGV	£34804.76
Nationwide	£172319.60
PWLB	-£90,000

of which:

Ear Marked Reserves	£103,965.90
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83/24 Internal Audit

Further to minute no 72/24 of the Full Council meeting held on 20th January 2024.

Action to be taken before 31st March 2025

1. To publish the Notice of Period for the Exercise of Public Rights on the website
For the Council to note that the Notice of Period for the Exercise of Public Rights has been placed on the website
2. To review the Council's Risk Assessment and Internal Controls
Due to the continued absence of office staff, it has not been possible to undertake the Risk Assessment
Motion – That the Council refers the review of the Risk Assessment and Internal Controls to the Policy & Finance Committee
3. To make a formal Resolution adopting the General Power of Competence
Motion
To confirm that the Town Council meets the criteria under the Act and will adopt the General Power of Competence under the Localism Act 2011

4. To review the Standing Orders and Financial Regulations
The current Standing Orders are attached. It is recommended to the Council that the Standing Orders are agreed without amendment, as no new pro forma has been issued by the NALC to date

Motion

To agree the current Standing Orders without amendment

Financial Regulations - a new pro forma was issued in April 2024 and all councils were advised to adopt the revised document. The advice from the NALC was that attempts to revise current Financial Regulations to incorporate the new ones should not be undertaken and the pro forma should be treated as a new document.

It is recommended that the Council defers the matter to the Policy & Finance Committee

5. To consider and agree the appointment of the Internal Auditor for 2025/2026

Motion

That Heelis and Lodge are re-appointed as the Internal Auditor for 2025/2026

6. To review the effectiveness of the Internal Audit – The document is attached.

Motion – To agree the Review of the Effectiveness of the Internal Audit

7. To separate the finances and budget of the KGV Charity from the those of the Town Council – This is for the Council to note that the budget headings for the 2025/2026 year are being transferred to the Alpha Accounting Package and further actions will be taken at the start of the financial year to complete the separation of the finances and budget

Action to be taken as soon as is practicable

1. To formalise a 3-year projected budget
2. To consider and agree a Reserves Policy
3. To consider the Council’s administration and record keeping with regard to Data Protection

This for the Council to note. All councillors will be kept informed and detailed plans will be considered by the relevant committee/s in the new financial year

84/24 To Note and Ratify Committee Minutes :

3rd February – Open Spaces

17th February – Communities

Motion to agree to accept the quotes for the Trinity Fair as recommended by Communities Committee at the meeting on 17th February 2025 and discussed by the Trinity Fair Working Group held on 13th February 2025

Smaller Stage (4x5m) and PA - £2,330

Marquee 6x4m - £640 Additional quote to supply 6x3m marquee and two tables £295.

Traffic management and road closure - £3,600

Medial Cover - £350

Stage Announcer - £100

These costs must be agreed in order to book the services and then submit the Event Management plan to Rochford District Council

18th February – Personnel

Motion – To confirm a recommendation from the Personnel Committee that specific HR training provided by Worknest should be undertaken

Motion - To confirm a recommendation from the Personnel Committee that a Staff Evaluation and Review of Personnel Policies should be undertaken by Worknest

Motion – To confirm a recommendation from the Personnel Committee that on the advice of Worknest any necessary actions should be taken, following the resignation of the Town Clerk

Motion - To confirm a recommendation from the Personnel Committee that the Council should take any necessary actions, including but not limited to the appointment of a Locum Clerk (with objectives set)

85/24 Sweyne Park Bridlepath Lighting

Further to minute no PF31/24 of the Policy & Finance meeting held on 30th September 2024 it was agreed that Full Council authorise and the payment of £15,000 to Rochford District Council towards the costs of the lighting proposal at Sweyne Park Bridlepath to be financed from the Community Safety ear marked reserve.

86/24 Chairman’s Engagements

Members to note the engagements that have been attended by the Chairman

24th January 2025 - Rochford District Council Holocaust Memorial Service

6th February 2025 – MIND Time to Talk Day – King George V Playing Field

12th February 2025 – Opening of Manzano Café

16th February 2025- Celebration of the 30th Anniversary of the official opening of Rayleigh Parish Centre

87/24 Schedule of Meetings 2025-2026

Members to receive the draft schedule of meetings for 2025-2026 and to agree.

88/24 To agree to sign up to SurveyMonkey for £20 per month.

SurveyMonkey could be very useful for the whole of the council. Open Spaces committee can use it to ask the public's opinions on the toilets in Rayleigh etc. The Communities Committee can use it to ask the public if they still want certain events that the Council run etc. The committee intends to use budget heading 4115 for the expenditure.

Motion: to agree to sign up to SurveyMonkey for £20 per month in order that the council can gather information from the public.

89/24 King George V Playing Field

To receive and consider a quote received for the continuation for 1 year of the current contract for the maintenance of the King George V Playing Field

Motion – To agree any necessary action to be taken before the current contract’s expiry date of 31st March 2025

90/24 Dementia Friendly Support

To receive a request for the payment of approximately £100 for the re-printing of information flyers for the Dementia Friends. Rayleigh Town is an inclusive Dementia Community and has been awarded accreditation.

Motion – To agree the payment of the printing invoice for the re-printing of flyers for Dementia Friendly Support

91/24 St John Fisher Playing Field

At the request of a previous meeting, the matter of the lease on the St John Fisher Playing Field is on the agenda for discussion by the Council

Motion – For the Town Council to return the lease of the St John Fisher Playing Field to Rochford District Council

92/24 VE Day 80th Celebrations – Thursday 8th May 2025

Rochford District Council has confirmed that they will host the lighting of the beacon Rayleigh to commemorate the 80th Anniversary of VE Day on Thursday 8th May 2025.

Motion - For Town Council to decorate the High Street with VE Day Bunting and display and VE 80th Anniversary flag from the flagpole at the pavilion.

COM69/24 Annual Town Meeting 2025 and Annual Awards Evening 2025

Further to minute no COM69/27 of the Communities meeting held on 17th February 2025 Members discussed holding the Annual Town meeting at FitzWimarc School on 10th April 2025. It was suggested that the Annual Town Meeting should be held at the Mill Arts and Events Centre and must be held before 1st June. The agenda is signed by the Town Council Chairman.

It was agreed that Annual Town Awards and Rayleigh In Bloom presentation should be a combined event and to hold in early to mid October. This event should be held at one of the secondary schools and due to FitzWimarc School being originally booked to host the ATM they should be contacted regarding this event.

The Town Council office have contacted both the FitzWimarc School and the Mill Arts and Events Centre for available dates.

Motion – to hold the Annual Town Meeting at the Mill Arts Centre by 1st June 2025 and to hold a combined Annual Awards and Rayleigh in Bloom Presentation to be held at The FitzWimarc School in October