



RAYLEIGH TOWN COUNCIL
The Pavilion, King George V Playing Field, Bull Lane,
Rayleigh, Essex, SS6 8JD
Tel: 01268 741880
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VAT number: 830 7558 23

You are hereby summoned to a meeting of the **Policy and Finance Committee** to be held on **Monday 9th June 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.

The public and press are welcome to attend the meeting

Please address any questions to the Town Clerk by Friday 6th June 2025

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Ann C Wood'.

Miss Ann C Wood
Locum Town Clerk
3rd June 2025

Councillors: R Lambourne, R Linden, J Lumley, J Newport, L Newport, M O'Leary, S-J Page, C Roe, I Ward, I Wison

PF01/25 To Elect a Chairman of the Committee for the 2025/2026 Year

PF02/25 To Elect a Vice Chairman of the Committee for the 2025/2026 Year

PF03/25 Those present and apologies for absence

Motion. The council to record and accept apologies for absence

PF04/25 Declarations of 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

PF05/25 Substitutes

To be advised in advance to the Town Clerk

PF06/25 Non-Committee Members Present

To note any non-committee members present at the meeting

PF07/25 Code of Conduct

This meeting will be carried out under the terms of the Local Government Association and Rayleigh Town Council's Code of Conduct policy with all participants expected to behave in a professional and constructive manner

PF08/25 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.

PF09/25 Minutes of last meeting.

Motion. The approve the minutes of the Policy & Finance committee meeting held on 3rd March 2025 as true record

PF10/25 Financial Matters

Finances for 31st May 2025

Payment lists for April and May 2025

Budget Report

EMR balances

Bank Reconciliations

Bank Statements and Balances as of 31st May 2025

Nationwide	£ 172,320
R.T.C. Unity Current	£ 26,644.52
R.T.C. Unity Deposit	£ 201,275.36
K.G.V. Trust	£ 36,680.22
PWLB	-£ 90,000

PF11/25 Bank Reconciliation

Member of the committee (not signatory or Chair of Council) to sign the bank statements agreeing to the reconciliation as above

PF12/25 IT Working Group

To receive a report from the IT Working Group regarding matters relating to the councillor e-mails, the recording of meetings and any other issues raised and to consider expenditure on the same

Motion – To agree to expenditure recommended by the IT Working Group

PF13/25 Earmarked Reserves

To consider the Council's Earmarked Reserves and to make a recommendation to the Full Council about any movements in the same

Motion – To recommend the level of Earmarked Reserves to Full Council

PF14/25 Essex County Council Youth Service – Detached Youth Work

To consider a request for funding for 2025 for Detached Youth Work by Essex County Council Youth Service at the King George V Playing Field

Motion – To agree the payment to Essex County Council Youth Service for the delivery of Detached Youth Work in Summer 2025 in the King George V Playing Field

PF15/25 Update on the Arrangements for Financial Administration

To receive a verbal update from the Locum Clerk regarding the new arrangements for the financial administration