



RAYLEIGH TOWN COUNCIL
The Pavilion, King George V Playing Field, Bull Lane,
Rayleigh, Essex, SS6 8JD
Tel: 01268 741880
Email: clerk@rayleightowncouncil.gov.uk
www.rayleightowncouncil.gov.uk

12th August 2025

Dear Member

You are hereby summoned to a Meeting of the Town Council to be held on **Monday 18th August 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 the meeting

**Please address any questions on items on this agenda to the Locum Town Clerk
by Friday 15th August 2025**

Miss Ann C Wood
Locum 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

047/25 Those present and apologies for absence

Apologies to be notified to the Locum Town Clerk in advance.

Motion. The Council to accept and record any apologies for absence

048/25 Declarations 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

049/25 Code of Conduct/Civility & 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

050/25 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.

051/25 Minutes of the Town Council Meeting

Motion. The Council to approve the minutes of the Town Council meeting that was held on 14th July 2025 as a true record (attached)

052/25 To Receive and Note Committee Meeting Minutes

Personnel Committee	21 st July 2025
Open Spaces Committee	28 th July 2025
Planning Committee	4 th August 2025
Personnel Committee	15 th August 2025

053/25 Finance

Members to note the current bank balances as of 30th June 2025

Unity Current	£16218.99
Unity Savings	£452289.33
Unity KGV	£36708.07
Nationwide	£179526.10
PWLB	-£70,000

054/25 Chairman's Engagements

Members to note the engagements that have been attended by the Chairman since the last Full Council meeting

055/25 Planning Committee

To receive a request from Cllr R Linden to be appointed to the Planning Committee

Motion – To appoint Cllr R Linden to the Planning Committee

056/25 Personnel Committee

To receive the following recommendations from the Personnel Committee:

- 1) To recommend to the full Council that the Personnel Committee Terms of Reference be amended to include the delegation of the recruitment and appointment of staff
- 2) To recommend to the full Council that the Personnel Committee Terms of Reference be further amended to say that the committee will be offered appropriate HR training to undertake their role and it will be highly recommended that all members of the committee take up this training

Motion – To approve the amendments to the Personnel Committee's Terms of Reference

057/25 Neighbourhood Plan

To consider whether to investigate producing a Neighbourhood Plan and if that is agreed, to appoint a Working Group to consider the Step by Step Guide published by Locality

Motion – To appoint a Working Group to consider the Step by Step Guide published by Locality

058/25 Devolution and Local Government Reorganisation

To receive a verbal update on a meeting held by Rochford District Council on 29th July 2025 and to consider appointing a Working Group to investigate the issues surrounding Devolution and Local Government Reorganisation

Motion – To appoint a Working Group to investigate the issues surrounding Devolution and Local Government Reorganisation as per minute number 017/25 from the Annual Town Council meeting on 12th May 2025

059/25 EALC AGM

To consider appointing two voting members to attend the Annual General meeting of the Essex Association of Local Councils on Thursday 25th September 2025. It should be noted that any number of councillors may attend but only two may vote. The meeting this year is on 25th September 2025 at 6.30pm at the new ELC offices at Feering

Motion – To appoint two voting members to attend the Annual General Meeting of the Essex Association of Local Councils on Thursday 25th September 2025

060/25 Festive Lights Working Group/ Communities Committee

The Working Group would like to book Joe Palmer to sing at the Christmas Lights Event. The Communities committee have contacted him with an offer, which has been refused and he is requesting his usual fee. The Council is asked to consider confirming the usual fee

Motion – To agree to pay the usual fee to Joe Palmer for singing at the Christmas Lights Event