



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

6th November 2025

Dear Member

You are hereby summoned to a Meeting of the Town Council to be held on **Monday 10th November 2025 at 7.00pm 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 Town Council Office
by Friday 7th November 2025**

A handwritten signature in blue ink, appearing to read 'K Hardy'.

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

077/25 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

078/25 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

079/25 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

080/25 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.

081/25 Minutes of the Town Council Meeting

Motion. The Council to approve the minutes of the Town Council meeting that was held on 13th October 2025 as a true record (attached)

082/25 To Receive and Note Committee Meeting Minutes

27th October – Open Spaces

23rd October – Personnel

083/25 Arrangements to be made whilst recruiting a new Town Clerk

Members to agree that whilst the Town Council are in the process of recruitment for a new Town Clerk, to formally appoint the Deputy Town Clerk as the interim Clerk, proper officer and RFO in relation to signing of documents that may be required for submitting the precept and other documentation.

Motion to formally appoint the Deputy Town Clerk as interim Clerk, Proper Officer and RFO whilst recruiting a new Town Clerk

084/25 Open spaces Committee

To consider the request from Cllrs S J Page, R Linden and V Wilson to be appointed on to the Open Spaces Committee. There are currently 7 members on this committee

Motion – Appoint Cllrs S J Page, R Linden and V Wilson on to the Open Spaces Committee.

085/25 King George V Playing Field Management Committee

Members to receive the information on formation of a King George V Playing Field Management Committee and to agree the terms of reference.

Motion:

- To form a King George V Playing Field Management Committee and appoint members to this committee
- To Agree the Terms of Reference