



Rayleigh Town Council

The Pavilion, King George V Playing Field, Rayleigh, SS6 8JD
www.rayleightowncouncil.gov.uk

Members of Rayleigh Town Council

You are hereby summoned to attend a **Full Council** meeting of **Rayleigh Town Council** to be held on **Monday 9th February 2026** commencing at **7:30pm**. The meeting will be held at **The Pavilion, King George V Playing Field, Rayleigh, SS6 8JD** for the purpose of transacting the following business. Papers have been circulated for items marked with (*)

Members of the public and press are welcome to attend the meeting. All council meetings will be conducted in accordance with the Civility & Respect pledge and adopted Code of Conduct.

Shaun Fishenden

Shaun Fishenden PSLCC

Town Clerk & Responsible Financial Officer

Date Issued: Monday 2nd February 2026

AGENDA

1. **Designation of Proper Officer and Responsible Financial Officer to Rayleigh Town Council:** To formally designate Shaun Fishenden PSLCC as Proper Officer under S112 of the Local Government Act 1972 and Responsible Financial Officer under S151 of the Local Government Act 1972
2. **Apologies for Absence:** To receive and accept apologies
3. **Declaration of Members' Interests:** To receive declarations of pecuniary and non-pecuniary interests for this meeting
4. **Minutes of Previous Meeting:** To approve the minutes of the Full Council meeting held on 10th November 2025 as an accurate record (*)
5. **Public Session & External Reports**
 - 5.1 **Public Session**
 - 5.2 **Rochford District Councillors**
 - 5.3 **Essex County Councillors**
6. **Chairman's Updates:** To receive a verbal report from the Chairman of Rayleigh Town Council

7. **Clerk's Report:** To note a report of items for information from the Town Clerk & Responsible Financial Officer (*) (to follow)
8. **Committee & Working Group Minutes:** To note the minutes received (*)
 - 8.1 **Open Spaces Committee – 19.01.26 (*)**
9. **Financial Matters**
 - 9.1 **Budget Monitoring:** To note the report showing the Town Council's current financial position (*)
 - 9.2 **Earmarked Reserves:** To note the council's current reserves position (*)
 - 9.3 **Bank Reconciliations:** To agree a councillor to complete the monthly bank reconciliations (it cannot be a bank signatory or Chairman of Council)
10. **Governance and Policies**
 - 10.1 **Suspension of Committees & Working Groups:** To consider the report and its recommendations to suspend committee and working group meetings until May 2026 with the exception of the Planning Committee and the Personnel Committee (*)
 - 10.2 **Internal Auditor for 2026-2027:** To consider quoted received for internal audit providers for the 2026-2027 financial year (*)
 - 10.3 **Councillor-Officer Protocol:** To consider adopting the draft councillor-officer protocol (*)
11. **Council Administration**
 - 11.1 **Accounting and Allotment Software:** To consider the quote to transition from Rialtas to Scribe from 1st April 2026
 - 11.2 **Office Opening Hours:** To consider the report and its recommendations on proposed changes to office opening hours (*)
 - 11.3 **New Website:** To consider the quotes received for a new council website (*)
 - 11.4 **Payroll Provider:** To consider quotes received for payroll provider (*)
12. **Council Budget for 2026-2027**
 - 12.1 **Budget:** To consider the draft budget for the 2026-2027 financial year (*) (to follow)
 - 12.2 **Precept:** To agree the precept requirement for the 2026-2027 financial year
13. **Local Government Re-organisation Working Group:** To agree actions arising from the LGR Working Group relating to the forthcoming Local Government Re-organisation (*)
14. **Motion from Cllr Linden – Town of Culture 2028:** To consider submitting an expression of interest form for the UK Town of Culture 2028 (*)