



## Rayleigh Town Council

The Pavilion, King George V Playing Field, Rayleigh, SS6 8JD  
[www.rayleightowncouncil.gov.uk](http://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 2<sup>nd</sup> March 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:** Wednesday 25<sup>th</sup> February 2026

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### AGENDA

1. **Apologies for Absence:** To receive and accept apologies
2. **Declaration of Members' Interests:** To receive declarations of pecuniary and non-pecuniary interests for this meeting
3. **Minutes of Previous Meeting:** To approve the minutes of the Full Council meeting held on 9<sup>th</sup> February 2026 as an accurate record (\*)
4. **Public Session & External Reports**
  - 4.1 **Public Session**
  - 4.2 **Rochford District Councillors**
  - 4.3 **Essex County Councillors**
5. **Chairman's Updates:** To receive a verbal report from the Chairman of Rayleigh Town Council
6. **Clerk's Report:** To note a report of items for information from the Town Clerk & Responsible Financial Officer (\*) (to follow)
7. **Financial Matters**
  - 7.1 **Budget Monitoring:** To note the report showing the Town Council's current financial position (\*)

- 7.2 External Audit 2024-25:** To receive and note the external auditor's Report and certificate for the year ended 2024-2025, Section 3 of the Annual Governance & Accountability Return (AGAR) for the Town Council (\*)
- 8. Heritage Trail:** To consider a proposal from the Tourism Officer at Rochford District Council to refresh the heritage trail for Rayleigh
- 9. Council Administration**
- 9.1 Councillor and Staff Training Day:** To consider commissioning Mulberry Local Authority Services to provide a councillor and staff training day, at a cost of £800 + VAT, to be spent from the All-Cllr Training Day earmarked reserve (\*)
- 9.2 VOIP System:** To consider implementing a replacement VOIP system, to be spent from the 2026-27 IT & Communications cost code
- 10. Council Services**
- 10.1 Town Clock Inspections:** To consider entering a three-year agreement with Smiths of Derby for annual inspections of the Town Clock at a cost of £809 + VAT, to be spent from the 2026-27 Town Clock cost code (\*)
- 10.2 Christmas Lights - Electrical Installation Condition Report:** To consider commissioning Aylesford Electrical to conduct a EICR on the Christmas Lights, at a cost of £3,293.75 + VAT, to be spent from the 2026-27 Christmas Lights cost code (\*)
- 11. Council Projects and Events**
- 11.1 Town Council's 30<sup>th</sup> Anniversary:** To consider how the Council wishes to commemorate it's thirtieth anniversary this year
- 11.2 VE Day 2026:** To consider how the Council wishes to commemorate VE Day on Friday 8 May 2026
- 11.3 Council Office CCTV System:** To consider the quotes received for a replacement CCTV system at the Town Council office, to be spent from the 2026-27 CCTV & Security System Upgrade cost code (\*)
- 11.4 Trinity Fair 2026:** To consider approving the event costs for Trinity Fair, to be spent from the 2026-27 (\*)