



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 the **Annual Council** meeting of **Rayleigh Town Council** to be held on **Monday 11th May 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: Tuesday 5th May 2026

AGENDA

- 1. Election of Chairman of Town Council:** To elect the Chairman of Rayleigh Town Council for the 2026/2027 Council Year and to receive the Declaration of Acceptance of Office from the Chairman
- 2. Improving Youth Provision - Bar N Bus Proposal:** To consider the proposal received from Bar N Bus (*)
- 3. Election of Vice Chairman of Town Council:** To elect the Vice Chairman of Rayleigh Town Council for the 2026/2027 Council Year and to receive the Declaration of Acceptance of Office from the Vice Chairman
- 4. Apologies for Absence:** To receive and accept apologies
- 5. Declaration of Members' Interests:** To receive declarations of pecuniary and non-pecuniary interests for this meeting
- 6. Minutes of Previous Meeting:** To approve the minutes of the Full Council meeting held on 20th April 2026 as an accurate record (*)
- 7. Public Session:** To receive representations and questions from members of the public

8. **Clerk's Report:** To note a report of items for information from the Town Clerk & Responsible Financial Officer (*) (to follow)
9. **Committee Structure for 2026/27**
 - 9.1 **Planning Committee:** To consider establishing a planning committee and to agree the terms of reference (*)
 - 9.2 **Community Services Committee:** To consider establishing a community services committee and to agree the terms of reference (*)
 - 9.3 **Environmental Services Committee:** To consider establishing an environmental services committee and to agree the terms of reference (*)
 - 9.4 **Staffing Committee:** To consider establishing a staffing committee and to agree the terms of reference (*)
10. **Committee Membership for 2026/27:** To agree committee membership for the 2026/27 municipal year (*)
11. **Annual Review of Council Administration**
 - 11.1 **Schedule of Meetings:** To agree the schedule of meetings of meetings up to and including the next Annual Meeting of Council (*)
 - 11.2 **Keyholders:** To review and approve the key-holders for council buildings and assets (*)
 - 11.3 **Banking Arrangements:** To review and approve the list of bank account signatories for 2026/27 (*)
 - 11.4 **Payments by Standing Order & Direct Debit:** To note a schedule of payments by standing order and direct debit is being compiled and will be presented to the next Full Council meeting
 - 11.5 **Asset Register:** To note the Council's asset register is in the process of being reviewed and will be presented to the next Full Council meeting
12. **Council Governance**
 - 12.1 **Standing Orders:** To review and approve the Council's Standing Orders for the 2026/27 municipal year (*)
 - 12.2 **Financial Regulations:** To review and approve the Council's Financial Regulations for the 2026/27 municipal year (*)
 - 12.3 **Scheme of Delegation:** To review and approve the Council's Scheme of Delegation for the 2026/27 municipal year (*)
 - 12.4 **Publication Scheme:** To review and approve the Council's publication scheme for the 2026/27 municipal year (*)
 - 12.5 **Employee Handbook:** To review the council's employee handbook including all employment-related policies for the 2026/27 municipal year (*)
13. **Community Lottery:** To consider the proposal to introduce a Rayleigh Town Community Lottery following the receipt of further information (*)
14. **General Power of Competence:** To resolve that the Council meets the eligibility for General Power of Competence under the Localism Act 2011, namely a qualified Clerk and at least two-thirds of members being elected