



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 1st June 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 26th May 2026

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 extra-ordinary Council meeting held on 26th May 2026 as an accurate record (*) (to follow)
4. **Public Session:** To receive representations and questions from members of the public
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 (*) (to follow)
 - 7.2 **Schedule of Payments:** To approve the schedule of payments presented for April 2026 and May 2026 (*) (to follow)

- 7.3 Payments by Standing Order and Direct Debit:** To authorise the payments to be made by standing order and direct debit for the 2026-27 municipal year (*) (to follow)
- 8. Community Services**
- 8.1 Families and Young People – MegaCentre Proposal:** To consider the proposal received from MegaCentre Rayleigh (*)
- 8.2 Flower Festival:** To consider sponsorship as per the request received (*)
- 9. Sweyne Park Allotments – Old Shed Demolition:** To consider quotes received (*)
- 10. Council Administration**
- 10.1 Office and Meeting Room – Air Conditioning:** To consider quotes received for the installation of air conditioning to the office and meeting room (*)
- 10.2 Councillor Allowances:** To consider the report and its recommendations relating to councillor allowances (*) (to follow)
- 11. Motions Received**
- 11.1 Motion from Cllr Roe – Items Given to Museum:** To consider items given to Rayleigh Town Museum
- 11.2 Motion from Cllr Brewer – Meeting Support:** To consider requesting that EALC attends the next two Full Council meetings in an advisory capacity, at a cost of £50 per hour
- 12. Community Governance Review:** To consider how the Town Council wishes to respond to the Community Governance Review being conducted by Rochford District Council (*)

CLOSED SESSION

Pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, that due to the confidential nature of the next item, the public and press will be asked to leave the meeting

- 13. Payroll Matters:** To consider the confidential report and agree any actions arising (*) (to follow)