



**RAYLEIGH TOWN COUNCIL**  
**The Pavilion, King George V Playing Field, Bull Lane,**  
**Rayleigh, Essex, SS6 8JD**  
**Tel: 01268 741880**  
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**[www.rayleightowncouncil.gov.uk](http://www.rayleightowncouncil.gov.uk)**

6<sup>th</sup> October 2025

Dear Member

You are hereby summoned to a Meeting of the Town Council to be held on **Monday 13<sup>th</sup> October 2025 at 7.30pm 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 Locum Town Clerk  
by Friday 11<sup>th</sup> October 2025**

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

Mrs K Hardy  
Deputy Town Clerk

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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**

### **062/25 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

### **063/25 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

### **064/25 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

**065/25 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.

**066/25 Minutes of the Town Council Meeting**

**Motion.** The Council to approve the minutes of the Town Council meeting that was held on 18<sup>th</sup> August 2025 as a true record (attached)

**067/25 To Receive and Note Committee Meeting Minutes**

Personnel Committee 21<sup>st</sup> July 2025

Personnel Committee 15<sup>th</sup> August 2025

Communities Committee 8<sup>th</sup> September 2025

Policy & Finance Committee 15<sup>th</sup> September 2025

**068/25 Finance**

Members to note the current bank balances as of 30th September 2025 all financial reports have been emailed to members

Unity Current	£43,237.29
Unity Savings	£324,402.52
Unity KGV	£37,949.17
Nationwide	£172,320
PWLB	-£70,000

**069/25 Chairman's Engagements**

Members to note the engagements that have been attended by the Chairman since the last Full Council meeting

24th August – Holy Trinity Garden Trail

3rd September – Merchant Navy Day Flag Raising

7th September – Rayleigh Horticultural Society Autumn Show

13th September – Grand Opening The Hive, Rayleigh Baptist Church

2nd October – Rayleigh Town Museum – “Liftphobic” Day

To note that Chairman attended the Finchfield Trust and Dutch Cottage meetings on 7th October 2025.

Reminder that the Annual Awards will be held on Wednesday 15th October 2025 at 7.30pm at the FitzWimarc School. All members have been invited to attend.

**070/25 Planning Committee**

To receive a request from Cllr M O’Leary to be appointed to the Planning Committee

**Motion** – To appoint Cllr M O’Leary on to the Planning Committee

**071/25 Devolution and Local Government Reorganisation**

Rochford District Council will hold a meeting on 20th November 2025 to give an update surrounding the Devolution and Local Government Reorganisation. The Chairman and Cllr Dawn Balding have been sent to invite to attend as delegated members previously agreed by Full Council.

**Motion: Expression of Interest – Grange Community Centre**

This Council resolves:

- To submit a formal Expression of Interest to Rochford District Council regarding the future management and operation of the Grange Community Centre.
- That the Local Government Reorganisation (LGR) Working Group will be tasked with preparing a detailed business case to support the Expression of Interest.
- That the draft business case will be brought back to Full Council for approval before submission.

**072/25 CIF Grants 2025**

Members to receive a copy of the information for CIF Grants 2025 from Essex County Council.

**073/25 Christmas Lights 2025**

Members to receive and agree the cost of replacing the festoon lights for the living trees for this year as a matter of priority. This is recommended by the contractor due to health and safety to both installers and members of public by using the existing lighting.

**074/25 High Street phone Box**

Further to minute no COM23/25 of the Communities meeting held on 8th September 2025 members to approve the proposal of the Rayleigh Art Box Project taking over the proposal for the Red Phone box located on the High Street.

**075/25 Closure of meeting to press and public**

In accordance with s17 of Public Bodies (Admission to Meetings) Act 1960 to resolve that in view of the nature of business to be discussed . it is in the opinions of the Committee advisable that public and press be excluded, and they are instructed to withdraw., Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is not permitted during the closed session.

**076/25 Appointment of Clerk**

To receive a verbal report on the recruitment of a new Town Clerk.