



RAYLEIGH TOWN COUNCIL
The Pavilion, King George V Playing Field, Bull Lane,
Rayleigh, Essex, SS6 8JD
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9th April 2025

Dear Member

You are hereby summoned to a meeting of the Town Council to be held on **Monday 14th April 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 Town Clerk by Friday 11th April 2025

Yours sincerely,

Miss Ann C Wood
Locum Town Clerk

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

94/24 Those present and apologies for absence.

To be notified to the Locum Town Clerk in advance. Apologies have been received from Cllr I Ward.

Motion. The council to record and accept apologies for absence

95/24 Declaration 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

96/24 Code of Conduct/Civility and 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.

- 97/24 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.
- 98/24 Minutes of Town Council meeting**
Motion. The Council to approve the minutes of the Town Council meeting that was held on 3rd March 2025 as a true record (attached)
- 99/24 Finance**
Members to note the current bank balances as of 31st March 2025
- | | |
|---------------|-------------|
| Unity Current | -£6,244.99 |
| Unity Savings | £1,275.36 |
| Unity KGV | £36,692.52 |
| Nationwide | £179,526.10 |
| PWLB | -£90,000 |
- of which:
- | | |
|---------------------|-------------|
| Ear Marked Reserves | £103,965.90 |
|---------------------|-------------|
- 100/24 To Note and Ratify Committee Minutes:**
18th February - Personnel Committee
10th March – Policy & Finance
17th March – Open Spaces
- 101/24 Chairman’s Engagements**
Members to note the engagements that have been attended by the Chairman.
- 2nd March – Essex County Council Civic Service
5th March - High Sheriffs Awards
10th March - Rochford District Council Commonwealth Day flag raising
23rd March - Design Cabin C.I.C Cabaret Evening
28th March – Rochford District Council’s Civic Dinner
1st April – Opening of the new Chichester Hotel rooms and Ba'zaan Restaurant
- 102/24 Local Government Reorganisation Assets Working Group**
Motion – To appoint members to a Local Government Reorganisation Assets Working Group
Motion - To agree the representatives to attend a meeting on 22nd April 2025 with Rochford District Council (Two councillors and the Locum Clerk)
- 103/24 Recording of Meetings**
Openness, transparency and accountability is important to local democracy.
Motion – it is proposed by Cllr J Newport that all RTC meeting are video recorded and published to the Town Councils YouTube channel so they can be viewed in perpetuity
- 104/24 To agree to sign up to SurveyMonkey for £396.00 annually**
SurveyMonkey could be very useful for the whole of the council, e.g. the Open Spaces committee can use it to ask the public’s opinions on the toilets in Rayleigh etc. and the Communities Committee can use it to ask the public if they still want certain events that the Council run etc. It is intended to use budget heading 4115 for the expenditure.

Motion: to agree to sign up to SurveyMonkey for £396.00 annually in order that the council can gather information from the public.

105/24 To agree to seek external vendors to provide self-contained catering facilities on John Fisher and KGV for the next year

At the meeting of the Open Spaces Committee on 24th March 2025, it was agreed to defer this matter to the full Council for decision. Cllr Sutton advised the members of the Committee that having two local self-contained catering facilities—one providing hot drinks and the other supplying food—would be ideal. He suggested allowing the vendors to operate rent-free but requiring a deposit. If a vendor fails to attend, they would be charged £100 on each occasion. However, if they attend consistently throughout the agreed period, their full deposit would be refunded.

Motion – to decide that external vendors should be sought to provide self-contained catering facilities for the next year.

106/24 Amendment to Standing Orders

Motion – To amend the Standing Orders to reflect the recent changes made by the National Association of Local Councils

Motion – To amend the Standing Orders to re-instate the Chairman of the Council as an ex-officio member of all committees

107/24 Trinity Fair

Motion To approve the cost for security for the Trinity Fair of £1,988 for 22 security and marshals to be employed to cover the event. This quote has been provided by the company who have attended this event every year. This cost needs to be agreed in order to submit company details to Rochford District Council as part of the Event Management Plan.