



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

7<sup>th</sup> May 2025

Dear Member

You are hereby summoned to Annual Meeting of the Town Council to be held on **Monday 12<sup>th</sup> May 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 9<sup>th</sup> May 2025**

Yours sincerely,

A blue ink signature of Miss Ann C Wood.

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**

### **001/25 Election of the Chairman**

- a) To receive and consider nominations for Chairman of the Council for the ensuing municipal year
- b) Closing remarks from the outgoing Chairman

### **002/25 Declaration of Acceptance of Office**

For the Chairman to sign the Declaration of Acceptance of Office

### **003/25 Appointment of Vice Chairman**

To receive and consider nominations for Vice Chairman of the Council for the ensuing municipal year

### **004/25 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

- 005/25 Those present and apologies for absence.**  
To be notified to the Locum Town Clerk in advance.  
**Motion.** The council to accept and record any apologies for absence
- 006/25 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
- 007/25 Registers of Interests**  
To remind members to update their Registers of Interests with Rochford District Council and to copy the Clerk into any amendments
- 008/25 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.
- 009/25 Minutes of the Town Council Meeting**  
**Motion.** The Council to approve the minutes of the Town Council meeting that was held on 14<sup>th</sup> April 2025 as a true record (attached)
- 010/25 To Receive and Note Committee Meeting Minutes**  
6<sup>th</sup> February – Personnel Committee  
22<sup>nd</sup> April – Communities Committee
- 011/25 To Consider any Recommendations made by the Committees**  
**Motion** – To note any recommendations made by the Committees
- 012/25 To Review the Delegation Arrangements including the Appointment of the Locum Clerk to Administer Dispensations in 2025-2026**  
**Motion** – To agree delegation arrangements to committees  
**Motion** – The Locum Town Clerk as Proper Officer of the Council will be authorised, where in her view it is appropriate, to administer dispensations for members with disclosable pecuniary interests that would otherwise leave the Council inquorate
- 013/25 To Review the Terms of Reference for Committees**  
**Motion** – To defer the review of the Terms of Reference for Committees to the next appropriate Council meeting
- 014/25 To Appoint Members to Existing Committees**
- a) Planning Election of members to this committee
  - b) Open Spaces Election of members to this committee
  - c) Communities Election of members to this committee
  - d) Policy & Finance Election of members to this committee
  - e) Personnel Election of members to this committee

The Chairmen of each of these committees will be elected at the first meetings of those committees

**015/25 Election of Members to Working Groups/Sub Committees**

- a) Election of Working Groups/Sub Committees reporting to the Communities Committee
  - Rayleigh In Bloom (Sub Committee)
  - Christmas Lights (Sub Committee)
  - Trinity Fair (Sub Committee)
  - Allotments (Sub Committee)
  - Market (Sub Committee)
  - Annual Town Awards (Sub Committee)
  - Community Safety (Sub Committee)
  - VJ Day (Working Group)
  - Dementia (Working Group)
- b) Election of Working Groups/Sub Committees reporting to the Open Spaces Committee
  - Pavillion Toilets (Working Group)
  - Pavillion Kiosk (Working Group)
- c) Election of Working Groups/Sub Committees reporting to the Policy & Finance Committee
  - Grants (Sub Committee)
  - Bowls Club Lease (Working Group)
  - IT (Working Group)
  - Financial Regulations & Standing Orders (Working Group)
- d) Election of Working Groups/Sub Committees reporting to the Full Council
  - Climate Change (Working Group)

**016/25 Election of Members to Serve on Outside Organisations**

Members to consider whether the Town Council should appoint representatives and substitutes to attend meetings of any other local organisations

Members to note the representatives are required to provide the Full Council or the appropriate committee with a written report of any meeting that they have attended

- a) Representatives reporting to the Full Council
  - Rochford District Dutch Cottage Management Group (Chairman of Rayleigh Town Council – no substitute allowed)
  - Rochford District Council Finchfield Trust (Chairman of Rayleigh Town Council – no substitute allowed)
  - Rochford Hundred Association of Local Councils (Chairman and Clerk (Vice Chairman as substitute))
  - Chamber of Trade (One councillor)
  - Rayleigh Mount (One councillor)
  - Essex County Council Parish Transport Representative (Two councillors)
  - Rochford and District Community Safety Partnership (One councillor)
  - Wyvern Community Trust (One councillor)

- b) Representatives reporting to the Communities Committee
  - Rayleigh Town Museum (current Chairman of Town Musuem)
  - Public Footpaths (One representative))

**017/25 The Appointment of Any New Committees in Accordance with Standing Order 4**  
To consider whether there are any new committees that need to be appointed by the Council

**018/25 The Review and Adoption of Appropriate Standing Orders and Financial Regulations**

**Motion** - To defer the Review of Standing Orders and Financial Regulations to the Working Group

**019/25 The Review of Arrangements (including legal agreements) with other Local Authorities, not-for-profit bodies and businesses**

**Motion** - To defer the Review of Arrangements with other Local Authorities, not-for-profit bodies and businesses to the Policy & Finance Committee

**020/25 Review of the Inventory of Land and other Assets including buildings and office equipment**

**Motion** - To defer the Review of Arrangements with other Local Authorities, not-for-profit bodies and businesses to the Policy & Finance Committee

**021/25 Confirmation of Arrangements for Insurance Cover in respect of all insurable risks**

**Motion** - To defer the Confirmation of Arrangements for Insurance Cover in respect of all insurable risks to the Policy & Finance Committee

**022/25 Review of the Council's and/or Staff subscriptions to other Bodies**

- Essex Association of Local Councils/NALC
- Rural Community Council of Essex
- Society of Local Council Clerks
- Rochford Hundred Association of Local Councils
- Essex Playing Fields Association

**023/25 Review of the Council's Complaints Procedure**

**Motion** - To defer the Review of the Council's Complaints Procedure to the Policy & Finance Committee

**024/25 Review of the Council's Policies, Procedures and Practices in Respect of its Obligations under Freedom of Information and Data Protection Legislation**

**Motion** - To defer the Review of the Council's Policies, Procedures and Practices in respect of its obligations under Freedom of Information and Data Protection Legislation to the Policy & Finance Committee

**025/25 Review of the Council's Policy for dealing with the press/media**

**Motion** - To defer the Review of the Council's Policy for Dealing with the press/media to the Policy & Finance Committee

**026/25 Review of the Council's Employment Policies and Procedures**

**Motion** – To confirm a previous decision deferring the Employment Matters to WorkNest

**027/25 Review of the Council's Expenditure incurred under S137 of the Local Government Act 1972 and the General Power of Competence**

The Council has not incurred and expenditure under S137 of the Local Government Act 1972 because it has declared that it holds the General Power of Competence

**028/25 Determining the time and place of Ordinary meetings of the Council up to and including the next Annual Meeting of the Council**

This was already been agreed at the Full Council Meeting on 3rd March 2025

**029/25 Finance**

Members to note the current bank balances as of 30th April 2025

Unity Current	£76,506.85
Unity Savings	£201,275.36
Unity KGV	£36,686.22
Nationwide	£179,526.10
PWLB	-£90,000

of which:

Ear Marked Reserves – see attached.

**030/25 Chairman's Engagements**

Members to note the engagements that have been attended by the Chairman

12<sup>th</sup> April - Rayleigh Art Group annual exhibition

13<sup>th</sup> April - Studio 3 Art & Beaulillie Boutique in Berrys Arcade 1st anniversary

16<sup>th</sup> April - Rayleigh Town Museum 9th anniversary

19<sup>th</sup> April - South Essex Youth Symphony Orchestra Beat The Blues Concert

23<sup>rd</sup> and 28<sup>th</sup> April - St Georges day Rayleigh Town Council and Rochford District

Council

8<sup>th</sup> May - VE day events including Rochford District Council flag raising and beacon lighting & Rayleigh Town Council Flag Raising

10<sup>th</sup> May - Harmonie Concert Band at Holy Trinity Church

**031/25 2024/2025 Accounts**

**Motion** – To agree the Accounts for the Financial Year 2024/2025

**032/25 Annual Governance and Accountability Return 2024/25**

**Section 1 – Annual Governance Statement**

**Motion** – To agree the Annual Governance Statement for the Financial Year 2024-2025

**033/25 Annual Governance and Accountability Return 2024/25**

**Section 2 – Accounting Statements**

**Motion** – To agree the Accounting Statements for the Financial Year 2024-2025

**034/25 Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return for the Accounts for the Year Ended 31st March 2025**

To agree the dates for the Notice of Public Rights under The Local Audit and Accountability Act 2014 Sections 26 and 27 and The Accounts and Audit Regulations 2015 (SI 2015/234) as 3<sup>rd</sup> June 2025 to 14<sup>th</sup> July 2025

**035/25 Local Government Reorganisation – Meeting with Rochford District Council 22nd April 2025**

To receive a verbal report from the meeting with Rochford District Council on 22nd April 2025