



RAYLEIGH TOWN COUNCIL

The Pavilion, King George V Playing Field, Bull Lane,
Rayleigh, Essex, SS6 8JD
Tel: 01268 741880
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You are hereby summoned to a meeting of the **Policy and Finance Committee** to be held on **Monday 10th March 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.

The public and press are welcome to attend and the meeting.

Please address any questions to the Town Clerk by Friday 7th March 2025

Yours sincerely,

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

Mrs K Hardy
Deputy Town Clerk
3rd March 2025

Councillors: S-J Page, R Lambourne, I Wilson, M Sutton, M O'Leary, R Milne, D Balding, J Lumley, I Ward, C Roe.

PF63/24 Those present and apologies for absence

Apologies have been received from Cllr C Roe

Motion. The council to record and accept apologies for absence.

PF64/24 Declarations of 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.

PF65/24 Substitutes

To be advised in advance to the Town Clerk. Cllr D Sperring will substitute for Cllr C Roe.

PF66/24 Non-Committee Members

PF67/24 Code of Conduct

This meeting will be carried out under the terms of the Local Government Association and Rayleigh Town Council's Code of Conduct policy with all participants expected to behave in a professional and constructive manner.

PF68/24 Public forum

The meeting shall be adjourned for 15 minutes for members of the public to speak on matters relating to this agenda. A maximum of 2 minutes will be allowed per speaker.

PF69/24 Minutes of last meeting.

Motion. The approve the minutes of the Policy & Finance committee meeting held on 13th January 2025 as true record.

PF70/24 Financial Matters

Finances for 28th February 2025
Payment lists for January and February 2025
Budget Report
EMR balances
Bank Reconciliations
Bank Statements and Balances as of 28th February 2025

Nationwide	£ 172,320
R.T.C. Unity Current	£47,791.31
R.T.C. Unity Deposit	£34,948.48
K.G.V. Trust	£34,798.46
PWLB	-£90,000

PF71/24 Bank Reconciliation

Member of the committee (not signatory or Chair of Council) to sign the bank statements agreeing to the reconciliation as above

PF72/24 Internal Audit

Further to minute no 83/24 of the Full Council meeting held on 20th January 2025 items deferred to the Policy & Finance committee

Actions to be taken

1. To review the Council's Risk Assessment and Internal Controls.
2. Financial Regulations - a new pro forma was issued in April 2024 and all councils were advised to adopt the revised document. The advice from the NALC was that attempts to revise current Financial Regulations to incorporate the new ones should not be undertaken and the pro forma should be treated as a new document.

2. Appointment of internal auditor to discuss and appoint.

PF73/24 Past Chairman's Badge

Motion to arrange for a past chairman's badge(s) to be purchased for former Town Council Chairmen. An update quote has been requested from the company who have supplied these historically.

PF74/24 Rayleigh Bowls Club lease

Motion to form a working group to discuss the Rayleigh Bowls Club lease which is due for renewal in September 2025.