



RAYLEIGH TOWN COUNCIL
The Pavilion, King George V Playing Field, Bull Lane,
Rayleigh, Essex, SS6 8JD
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You are hereby summoned to a meeting of the **Policy and Finance Committee** to be held on **Monday 13th January 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 10th January 2025

Yours sincerely,

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

Mrs K Hardy
Deputy Town Clerk

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

PF53/24 Those present and apologies for absence

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

PF54/24 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.

PF55/24 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.

PF56/24 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.

PF57/24 Minutes of last meeting.

Motion. The approve the minutes of the Policy & Finance committee meeting held on 25th November 2024 as true record.

PF58/24 Financial Matters

Finances for 31st December 2024

Payment lists for November and December 2024

Budget Report

EMR balances

Bank Reconciliations

Bank Statements and Balances as of 31st December 2024

Nationwide	£ 172,320
R.T.C. Unity Current	£59,129.44
R.T.C. Unity Deposit	£84,948.48
K.G.V. Trust	£34,481.91
PWLB	-£90,000

PF59/24 Bank Reconciliation

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

PF60/24 Independent Remuneration to Parish/Town Council

Members to receive a copy of the Independent Remuneration Report as provided by Rochford District Council at the end of December 2024

PF61/24 Budget 2025-26

To consider the proposed budget for 2025-26 with all agreed spends from committees. The budget must be agreed at this meeting in order for a recommendation for the precept to be made at the Full Council meeting on Monday 20th January 2025.

As per the Personnel Committee Meeting held on 6th January 2025 the recommendation for the budget for salaries to remain as proposed.

The Open Spaces Committee will meet prior to this meeting and for their recommendations be to agreed at this meeting.

PF62/24 Grant Sub-Committee Meeting

Members to receive that approve the recommendation from the Grant Sub Committee meeting held on 10th December. Minutes attached.

Members to consider an application that was received after the grant sub committee meeting.