



RAYLEIGH TOWN COUNCIL
The Pavilion, King George V Playing Field, Bull Lane,
Rayleigh, Essex, SS6 8JD
Tel: 01268 741880
Email: clerk@rayleightowncouncil.gov.uk
VAT number: 830 7558 23

You are hereby summoned to a meeting of the **Policy and Finance Committee** to be held on **Monday 12th January 2026 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 the meeting

The following agenda and attachments are issued for the committee to make decisions as required
You are expected to consider this agenda and any related documents in advance of the meeting

Please address any questions to the Town Council Office by Friday 9th January 2026

Yours sincerely

Mrs K Hardy
Deputy Town Clerk
7th January 2026

Councillors: R Lambourne, R Linden, J Lumley, J Newport, L Newport, M O'Leary, S-J Page, C Roe, I Ward, I Wison

PF39/25 Those present and apologies for absence

Motion. The council to record and accept apologies for absence

PF40/25 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.

PF41/25 Substitutes

To be advised in advance to the Town Clerk.

PF42/25 Non-Committee Members Present

To note any non-committee members, present at the meeting.

PF43/25 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.

PF44/25 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.

PF45/25 Minutes of last meeting

Motion. The approve the minutes of the Policy & Finance committee meeting held on 24th November 2025 as true record.

PF46/25 Financial Matters

Finances for 30th November 2025

Payment lists for November

Budget Report

EMR balances

Bank Reconciliations

Bank Statements and Balances as of 30th November 2025

Nationwide	£ 172,320
R.T.C. Unity Current	£ 69,757.85
R.T.C. Unity Deposit	£204,402.52
K.G.V. Trust	£ 37,936.87
PWLB	-£ 90,000

PF47/25 Bank Reconciliation

Member of the committee (not signatory or Chair of Council) to sign the bank statements agreeing to the reconciliation for November 2025.

PF48/25 Review of Standing Orders and Financial Regulations

Members to receive updated Standing Orders and Financial Regulations to be adopted by the Committee

Motion to adopt the Standing Orders and Financial Regulation.

PF51/25 EMR Report

Members to receive and review a list of the current Earmarked Reserves.

Motion to receive and agree the Earmarked Reserves.

PF52/25 Budgets 2026/2027

Members to receive and review the budget reports for 2026/2027.

Motion to agree the budget report for 2026/2026

PF53/25 DRAFT 2026/2027 Tax Base

Member to receive the final tax base letter for 2026/2027 issued by RDC.

Members to note that a King George V Management Committee will be meeting on 15th January 2026 to discuss their budget and this will be taken forward to the Full Council Meeting.

The precept will be set by Full Council at the meeting on 26th January 2026.

PF54/25 Assertion 10: Digital & Date Compliance for Councils

Members to note that VisionICT have conducted the MOT of the Town Councils website to ensure that it meet the required standards. The report is attached and will be discussed by the IT working group.

PF55/25 Town Council Grants

Members to receive the notes from the Town Council Grants working group and accept the recommendations for awarding grants.

Motion to approve the grants awarded