



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 15th September 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 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 12th September 2025

Yours sincerely

Mrs K Hardy
Deputy Town Clerk
9th September 2025

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

PF25/25 Those present and apologies for absence

Motion. The council to record and accept apologies for absence

PF26/25 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.

PF27/25 Substitutes

To be advised in advance to the Town Clerk.

PF28/25 Non-Committee Members Present

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

PF29/25 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.

PF30/25 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.

PF31/25 Minutes of last meeting

Motion. The approve the minutes of the Policy & Finance committee meeting held on 14th July 2025 as true record.

PF32/25 Financial Matters

Finances for 31st August 2025

Payment lists for June, July, and August 2025

Budget Report

EMR balances

Bank Reconciliations

Bank Statements and Balances as of 31st August 2025

| | |
|----------------------|--------------|
| Nationwide | £ 172,320 |
| R.T.C. Unity Current | £ 24,257.33 |
| R.T.C. Unity Deposit | £ 382,289.33 |
| K.G.V. Trust | £ 37,645.47 |
| PWLB | -£ 90,000 |

PF33/25 Bank Reconciliation

Member of the committee (not signatory or Chair of Council) to sign the bank statements agreeing to the reconciliation for April, May, June, July and August

PF34/25 Earmarked Reserves

To consider the Council's Earmarked Reserves and to make a recommendation to the Full Council about any movements in the same.

Motion – To recommend the level of Earmarked Reserves to Full Council.

PF35/25 Review of Standing Orders and Financial Regulations

Members to note that a date will be arranged to review the documents as mentioned above with the Standing Orders and Financial Regulations Working Group.

PF36/25 Budgets 2026/2027

Members to note that budgets will be discussed at the next meeting in November. Committees will be asked to review their budgets at their meetings.

PF37/25 Navigation Assertion 10: Digital & Data Compliance for Councils

The Deputy Town Clerk attended an online presentation on 9th September in relation to Navigation Assertion 10: Digital & Data Compliance for Councils. A copy of the presentation will be forwarded to the council and then sent to all members. The IT Working Group will need to hold a meeting in order for the Town Council to become compliant as this will form part of the AGAR in 2026.

PF38/25 Bowls Club Lease

Members to receive a verbal update at the meeting if any information is received in relation to the Bowls Club.