



RAYLEIGH TOWN COUNCIL
The Pavilion, King George V Playing Field, Bull Lane,
Rayleigh, Essex, SS6 8JD
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Dear Member,

You are hereby summoned to a meeting of the Open Spaces Committee to be held on **Monday 10th February 2025 at 7pm** at The Pavilion, King George V Playing Field, Bull Lane, Rayleigh, SS6 8JD (entrance via Websters Way) for the transaction of business as set out below. The press and public are welcome to attend.

The following agenda and attachments are issued for the Council to take decisions as required. You are expected to consider this agenda and any related documents in advance of this meeting. If you have any questions to aid your decision-making process, you must inform the Clerk of OS, by mid-day the Thursday before the meeting, in order to allow time for this information to be provided before the meeting.

Yours sincerely,

Mrs K Hardy
Deputy Town Clerk

Councillors: J Burton, C Stanley, S-J Page, R Lambourne, E Brewer, R Linden, L Knell, M O'Leary, N Gallop

AGENDA

- OS62 Those present and apologies for absence.**
Motion. The council to record and accept apologies for absence.
- OS63 Non-members and substitutes attending.**
- OS64 Code of Conduct/Civility and Respect**
To note that 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.
- OS65 Declaration of members' interests.**
Members to declare their interest relating to matters on this agenda only.
- OS66 Minutes of the meeting held on 28th October 2024 & 13th January 2025**
Motion. Members to agree the minutes of the Open Spaces Committee held on 28th October & 13th January 2025.

OS67

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.

OS68

Recommend to extend the existing contract for KGV for 1 year.

To avoid a loss of service whilst the position of the KGV Trust and Rayleigh Town Council is discussed and agreed.

Motion: to recommend to full council to extend the existing contract for KGV with Elm for 1 year.

OS69

To start an initial discussion to separate the administration of the KGV Trust from Rayleigh Town Council and to investigate the possibility of setting up a working group.

The internal auditor noted in the interim audit that the proposed council budget included expenditure the KGV playing field. As a charity this should be calculated separately. Rialtas Alpha has been purchased for the purpose of keeping the accounts separate from the Town Councils accounts and the KGV budget can be calculated via Alpha which in turn will identify the level of grant that is required from the Town Council.

OS70

To agree to sign up to SurveyMonkey for £20 per month.

SurveyMonkey will be very useful for the whole of the council. Open Spaces committee can use it to ask the publics opinions on the toilets in Rayleigh etc. The Communities Committee can use it to ask the public if they still want certain events that the Council run etc. The committee intends to use budget heading 4115 for the expenditure.

Motion: to agree to sign up to SurveyMonkey for £20 per month order that the council can gather information from the public.