



RAYLEIGH TOWN COUNCIL
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Minutes of the **Policy and Finance Committee** held on **Monday 13th January 2025 at 7.30pm**
(commenced at 7.50pm) at The Pavilion

MINUTES

PF53/24 Those present and apologies for absence

Present: Cllrs R Lambourne, I Wilson, M Sutton, M O'Leary, R Milne, D Balding, J Lumley, N Gallop, R Linden and M Vernon

Apologies from: Cllrs C Roe, S J Page, and I Ward

Substitutes: Cllr R Linden for Cllr S J Page

Non- Committee members: Cllrs N Gallop and M Vernon

Also in attendance: 1 Member of public,

Deputy Town Clerk, Committee Clerk and Miss A Wood

PF54/24 Declarations of interests

Cllrs J Lumley and M Sutton declared a non-pecuniary interest in agenda item PF62/64 as the applicants are known to them.

Cllrs R Lambourne, I Wilson, M Sutton, M O'Leary, R Milne and R Linden declared a non-pecuniary interest in matters relating to Rochford District Council due to being members.

Cllr J Lumley declared a non-pecuniary interest in matters relating to Essex County council due to being a member.

PF55/24 Code of Conduct

Members noted that his 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

One member of public present who spoke regarding a grant application from the Town Council

PF57/24 Minutes of last meeting

Resolved: All members agreed to 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

A member raised a question relating to the different suppliers regarding mobiles and phones.

Members were advised on the election costs for the May 2024 elections. The Town Council office had been chasing this cost for several months.

Miss Wood advised the committee that the Town Council should have in reserves 50-100% of the precept value.

RECOMMENDED Members noted and agree the figures provided.

PF59/24 Bank Reconciliation

Member of the committee to sign the bank statements agreeing to the reconciliation as above.

PF60/24 Independent Remuneration to Parish/Town Council

Members received a copy of the Independent Remuneration Report as provided by Rochford District Council at the end of December 2024. It was noted that this report was only received by the Town Council on 3rd January 2025 despite it being issued to by Rochford District Council on 27th December 2024 to all parishes. The Committee were advised that the Town Council does not have quality status and therefore members do not qualify for additional allowance. Members noted that the members allowance for Rayleigh as £1455 per annum maximum. Cllr M O’Leary proposed that at this current time it would not be advisable to increase members allowances, and they should remain at the current rate and that the additional chairman’s allowance should not be accepted. Cllr M Sutton seconded, and all members agreed.

RECOMMENDED that there would be no change to members allowances and the chairman allowance would not be accepted.

PF61/24 Budget 2025-26

Members noted that the budget would be amended with the proposed budget for 2025-26 with all agreed spends from the open spaces committee and personnel. The budget will be forwarded to Full Council meeting on 20th January 2025 to be agreed in order to set the precept at this meeting.

RECOMMENDED that the budget with the proposed changes from the committees be forwarded to the Full Council meeting to be held on 20th January 2025.

PF62/24 Grant Sub-Committee Meeting

Members that approved the recommendation from the Grant Sub Committee meeting held on 10th December as per the minutes circulated.

Members considered an application that was received after the grants sub committee meeting took place and it was agreed to award £850 to 5th Rayleigh Scouts.

RECOMMENDED that the 5th Rayleigh Scouts are awarded a grant of £850.

Meeting Closed at 8:50pm

Chairman Signature..... Date