



RAYLEIGH TOWN COUNCIL
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Minutes of an extra Full Council meeting held on **Monday 20th January 2025** at The Pavilion,
King George V Playing Field.

MINUTES

66/24 Those present and apologies for absence.

Present: D Balding, E Brewer, J Burton, N Gallop, R Lambourne, R Linden, B Newport, J Newport, L Newport, M O'Leary, S-J Page, C Stanley, M Sutton, M Vernon, I Wilson

Apologies: R Milne, C Roe, I Ward, L Knell, N Knell, V Wilson, J Lumley

Also Present: 2 Members of public

Deputy Town Clerk and Miss A Wood

67/24 Declaration of members' interests

Cllrs E Brewer, R Lambourne, R Linden, J Newport, L Newport, M O'Leary, S J Page, M Sutton, I Wilson declared a non-pecuniary interest in matters relating to Rochford District Council due to being a member.

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

68/24 Code of Conduct/Civility and Respect

Members noted that this meeting will be carried out under the terms of the Local Government Association and Rayleigh Town Council's Code of Conduct policy together with NALC's Civility and Respect pledge with all participants expected to behave in a professional and constructive manner.

69/24 Public Forum

There were two members of public who were present but didn't wish to speak.

(One member of public left after this item)

70/24 Minutes of Town Council meeting

Members noted that this was an extra meeting of the Full Council to agree the budget and the precept for 2025-2026.

Motion. The Council approved the minutes of the Town Council meeting that was held on 16th December 2024 as a true record.

71/24 Finance

Members noted the current bank balances as of 31st December 2024

| | |
|---------------|------------|
| Unity Current | £59,129.44 |
| Unity Savings | £84,948.48 |
| Unity KGV | £34,481.91 |
| Nationwide | £172,320 |
| PWLB | -£90,000 |

of which:

Ear Marked Reserves £103,965.90

All financial reports were received and approved by the Policy & Finance Committee Meeting held on 13th January 2025

RESOLVED to note the bank balances as above.

72/24 Internal Audit

Members received a copy of the internal auditor report and noted the comments. Members received a copy of the report from Miss A Wood with the plan for the items mentioned in the internal auditor report.

All members agreed to the plan below.

Action to be taken before 31st March 2025

- To publish the Notice of Period for the Exercise of Public Rights on the website
- To review the Council's Risk Assessment and Internal Controls
- To make a formal Resolution adopting the General Power of Competence
- To review the Standing Orders and Financial Regulations
- To consider and agree the appointment of the Internal Auditor for 2025/2026
- To review the effectiveness of the Internal Audit
- To separate the finances and budget of the KGV Charity from the those of the Town Council

Action to be taken as soon as is practicable

- To formalise a 3-year projected budget
- To consider and agree a Reserves Policy
- To consider the Council's administration and record keeping with regard to Data Protection

RESOLVED to agree plan as above.

73/24 Committee Minutes

Minutes of the following Committee meetings were ratified by all present.

| | |
|-------------|-------------------------------|
| Personnel | 6 th January 2025 |
| Open Spaces | 13 th January 2025 |

RESOLVED the minutes as mentioned above are ratified by Full Council

74/24 Budget for 2025– 2026

Cllr M O’Leary proposed, and Cllr S J Page seconded to accept the budget received for 2025-2026 to set the precept for 2025-2026.

In Favour: Cllrs D Balding, E Brewer, N Gallop, R Lambourne, R Linden, J Newport, M O’Leary, S J Page, M Sutton, M Vernon, I Wilson

Against: Cllr J Burton

Abstain: Cllrs B Newport, L Newport, C Stanley

Motion carried to accept the 2025-2026 budget as received.

75/24 Precept 2025-2026

Cllr M Vernon and Cllr S J Page seconded to set the precept for 2025-2026 at £672,095. Rochford District Council must be notified by 30th January 2025.

In Favour: Cllrs D Balding, E Brewer, N Gallop, R Lambourne, R Linden, J Newport, M O’Leary, S J Page, M Sutton, M Vernon, I Wilson

Against: Cllr J Burton

Abstain: Cllrs B Newport, L Newport, C Stanley

Motion carried to set the precept at for 2025-2026 at £672,095.

Meeting closed at 8.39pm

Chairman

Chairman Signature Date