



RAYLEIGH TOWN COUNCIL
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Meeting of the Open Spaces Committee held on
Monday 10th February 2025 at 7pm

Minutes

Meeting starting at 7.10pm

OS62 Those present and apologies for absence.

Present:

Members: C Stanley, R Lambourne, R Linden, M O'Leary,
E Brewer, S-J Page, L Knell

Apologies: J Burton, N Gallop,

Not present:

Members of Public: none

Also in attendance: Committee Clerk & Miss Ann Wood - Consultant

Resolved. Members accepted apologies.

OS63 Non-members and substitutes attending.

Cllrs as non-committee members: Vernon, Lumley & Sperring.

There were no substitutes.

OS64 Code of Conduct/Civility and Respect

It was noted that the meeting will be carried out under the terms of the Local Government Association and Rayleigh Town Council's Code of Conduct policy.

OS65 Declaration 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 and as such all members of District and County declared their interests regarding relevant items on the agenda.

OS66 Minutes of the meeting held on 28th October 2024 & 13th January 2025

Resolved. Members agreed the minutes of the Open Spaces Committee held on 28th October & 13th January 2025.

OS67 Public Forum

There were no members of the public present.

OS68 Recommend to extend the existing contract for KGV for 1 year.

Members discussed the contract and tendering process. Ann Wood advised that there was only 6 weeks until the end of the contract and that there was not enough time to go out to tender.

Members also discussed that they wanted the office to instigate an inspection regime if the council agree to ask Elm to extend their contract.

Resolved: Proposed by Cllr Lambourne, seconded by Cllr Stanley and all agreed, to recommend to full council to extend the existing contract with Elm for 1 year without any deviation from the current contract.

Action: the office to contact Elm and to instigate an inspection regime for KGV. The office to email all members the reports the office receives from Elm each week/month.

OS69 To start an initial discussion to separate the administration of the KGV Trust from Rayleigh Town Council and to investigate setting up a working group.

Ann Wood advised members that the KGV trust should be separated from the council and the trust should have at least 2 meetings a year. She also said she will contact the charity commission to obtain the governing document for the trust.

Resolved: after a discussing members agreed to move this item to the next Policy & Finance committee meeting and hold off setting up the working group.

Action: Ann Wood to send members a document for guidance for trustees.

OS70 To agree to sign up to SurveyMonkey for £20 per month.

Cllr Lambourne advised members that SurveyMonkey will be very useful for the whole of the council. For example, the Open Spaces committee can use it to ask the public's 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.

Cllr Lumley advised that this should be added to the communications policy.

Resolved. members agreed to move this item to Full Council.

Meeting finished at 8.41 pm

Chairman Signature Date.....