



**RAYLEIGH TOWN COUNCIL**  
**The Pavilion, King George V Playing Field, Bull Lane,**  
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## **MINUTES**

**The meeting was held on Tuesday 18<sup>th</sup> February 2025 at 11.00am at  
The Pavilion, King George V Playing Field, Bull Lane, Rayleigh, SS6 8JD**

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**PER 76/24 Those present and apologies for absence**

Present: Cllrs J Lumley, D Balding, J Newport, R Lambourne, M Vernon, M O'Leary and S-J Page.

Apologies had been received from Cllrs C Roe and V Wilson. The apologies for absence were accepted by the committee.

Also in attendance – Miss A Wood of LetchWood

**PER 77/24 Declaration of members' interests**

Cllrs J Newport, R Lambourne, M O'Leary and S J Page declared a non-pecuniary interest in matters relating to Rochford District Council due to being a member.

Cllrs J Lumley and J Newport declared an interest in matters relating to Essex County Council due to being a member.

**PER 78/24 Public Forum**

There were no members of the public present.

**PER 79/24 Minutes of the previous meeting**

**Motion.** The minutes of the previous meeting held on 6<sup>th</sup> January 2025 are approved as a true record

**Proposed – Cllr S-J Page**

**Seconded – Cllr D Balding**

**Vote - Unanimous**

**PER 80/24 HR Training**

To consider a quote from Worknest for specific HR training for the Personnel Committee and for other members of the Council, if possible. The training is required for the members to support the office and there is a budget available. The training would take place on Zoom at a timing to suit the members.

**Motion.** To make a recommendation to full Council once a telephone call has been received from Worknest, that the training should be undertaken

**Proposed – Cllr S-J Page**

**Seconded – Cllr D Balding**

**Vote – Unanimous**

*DEB*

**PER 81/24      Job Evaluation and Policy Review**

To consider a quote from Worknest for Job Evaluation of the posts to include but not necessarily limited to review of the job descriptions, appraisals, roles and responsibilities and contracts of employment for the town council personnel. Also, a quote from Worknest to review personnel policies covering but not necessarily limited to sickness absence, grievance, equalities, discipline and health and safety

**Motion.** To make a recommendation to full Council that the Evaluation and Review of Personnel Policies should be undertaken.

**Proposed – Cllr S-J Page**

**Seconded - Cllr D Balding**

**Vote - Unanimous**

**PER 82/24      Closure of meeting to press and public**

**Motion.** In accordance with s.1 of the Public Bodies (Admission to meetings) Act 1960 to resolve that, in view of the nature of the business to be discussed, it is in the opinion of the Committee advisable that the public and press be excluded, and they are instructed to withdraw. Photographing, recording, broadcasting, or transmitting the proceedings of a meeting by any means is not permitted during the closed session. This was agreed.

**PER 83/24      Report on the absence from the office of the Town Clerk**

An update report on the current situation regarding the Town Clerk was received and considered. The Chairman of the Personnel Committee is liaising with Worknest regarding the resignation of the Town Clerk. Miss Wood was asked to contact Ice Connect about security issues relating to e-mails and electronic filing.

**Motion.** To recommend any necessary actions on the advice of Worknest to the full Council

**Proposed – Cllr J Lumley**

**Seconded – Cllr M O’Leary**

**Vote - Unanimous**

**PER 84/24      Report on the allocation of duties in the office**

An update report on the current allocation of duties in the office during the two staff absences was received and considered. The work is being shared by the Deputy Clerk, the Financial Officer and Miss A Wood, who has been contracted to work with the Council to give advice and to help in the office on one day a week.

**Motion.** To recommend any necessary actions including the appointment of a Locum Clerk (with objectives set) to the full Council

**Proposed – Cllr J Newport**

**Seconded - Cllr M O’Leary**

**Vote – Unanimous**

**There being no further business, the meeting was closed at 12.15pm**

*D Balding*

21/07/25