



RAYLEIGH TOWN COUNCIL
The Pavilion, King George V Playing Field, Bull Lane,
Rayleigh, Essex, SS6 8JD
Tel: 01268 741880
Email: clerk@rayleightowncouncil.gov.uk
www.rayleightowncouncil.gov.uk
VAT number: 830 7558 23

Minutes of the Town Council meeting held on **Monday 3rd March 2025 at The Pavilion, King George V Playing Field, Bull Lane, Rayleigh, Essex, SS6 8JD**

MINUTES

76/24 Those present and apologies for absence.

Present: D Balding, E Brewer, J Burton (left at 9.40pm) , N Gallop, R Linden, J Lumley (left at 9.20pm), R Milne, B Newport (left at 9.30pm), J Newport, L Newport, M O’Leary, C Roe (left at 9.38pm), D Sperring, C Stanley, M Vernon, I Ward, I Wilson.

Apologies: Cllrs R Lambourne, L Knell, N Knell, S J Page, M Sutton and V Wilson

Also Present: 3 members of public
Deputy Town Clerk
Miss A Wood

Approved The Council to record and accept apologies for absence

77/24 Election of Lodge Ward Councillor

Members noted that following the election on 23rd January 2025, Cllr D Sperring was elected as the ward councillor for Lodge ward. Cllr Sperring has signed the acceptance of office book and submitted his register of interest form, which has been forwarded to Rochford District Council

Members present agreed that Cllr D Sperring will be appointed to the Open Spaces and Planning Committees.

Resolved that Cllr D Sperring be appointed to the Open Spaces and Planning Committees.

78/24 Declaration of members’ interests

Cllrs E Brewer, R Linden, R Milne, J Newport, L Newport, M O’Leary, C Stanley, I Wilson and I Ward declared a non-pecuniary interest in all matter relating to Rochford District Council due to being members of that authority.

Cllrs J Lumley and J Newport declared a non-pecuniary interest in all matters relating to Essex County Council due to being members of that authority.

Resolved that the above information be noted.

79/24 Code of Conduct/Civility and Respect

Members 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 together with NALC's Civility and Respect pledge with all participants expected to behave in a professional and constructive manner.

80/24 Public Forum

There were three members of public present. One spoke for 2 minutes regarding St John Fisher playing field.

81/24 Minutes of Town Council meeting

Resolved The Council approved the minutes of the Town Council meeting that was held on 20th January 2025 as a true record.

82/24 Finance

Members noted the current bank balances as of 31st January 2025

Unity Current	£35,311.33
Unity Savings	£84,948.48
Unity KGV	£34,804.76
Nationwide	£172,319.60
PWLB	-£90,000

of which:

Ear Marked Reserves £103,965.90

Resolved that the above information be noted.

83/24 Internal Audit

Further to minute no 72/24 of the Full Council meeting held on 20th January 2025.

Action to be taken before 31st March 2025

1. It was noted that the Notice of Period for the Exercise of Public Rights has been placed on the Town Council website.
2. It was noted that a review of the Council's Risk Assessment and Internal Controls had not been conducted due to the absence of office staff
It was agreed that the Council refers the review of the Risk Assessment and Internal Controls to the next Policy & Finance Committee meeting on 10th March 2025.
3. To make a formal Resolution adopting the General Power of Competence
Member requests the clarification on the criteria for the General power of Competence to be sent by email to all members.

Resolved

Members noted that the Town Council meets the criteria under the Act and will adopt the General Power of Competence under the Localism Act 2011.

Cllr M Vernon proposed and Cllr C Stanley seconded. Members voted 13 in favour 1 against and 3 abstained. The motion was carried.

4. To review the Standing Orders and Financial Regulations
The current Standing Orders are attached. It is recommended to the Council that the Standing Orders are agreed without amendment, as no new pro forma has been issued by the NALC to date.

Resolved

All present agreed to accept the current Standing Orders without amendment

Financial Regulations - a new pro forma was issued in April 2024 and all councils were advised to adopt the revised document. The advice from the NALC was that attempts to revise current Financial Regulations to incorporate the new ones should not be undertaken and the pro forma should be treated as a new document.

It was agreed that the Council defers this matter to the Policy & Finance Committee on 10th March 2025

5. To consider and agree the appointment of the Internal Auditor for 2025/2026
This matter was deferred to the Policy and Finance Committee on 10th March 2025.
6. To review the effectiveness of the Internal Audit – The document is attached.
Resolved – To agree the Review of the Effectiveness of the Internal Audit
7. To separate the finances and budget of the KGV Charity from the those of the Town Council – This is for the Council to note that the budget headings for the 2025/2026 year are being transferred to the Alpha Accounting Package and further actions will be taken at the start of the financial year to complete the separation of the finances and budget. This matter will be discussed by the Policy and Finance Committee,

Action to be taken as soon as is practicable

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

Members noted. All councillors will be kept informed and detailed plans will be considered by the relevant committee/s in the new financial year

84/24 To Note and Ratify Committee Minutes:

10th February – Open Spaces

All members present agreed to the minutes for this committee meeting.

17th February – Communities

All members present agreed to accept the quotes for the Trinity Fair as recommended by Communities Committee at the meeting on 17th February 2025 and discussed by the Trinity Fair Working Group held on 13th February 2025

Smaller Stage (4x5m) and PA - £2,330
Supply 6x3m marquee and two tables £295
Traffic management and road closure - £3,600
Medial Cover - £350
Stage Announcer - £100

These costs must be agreed in order to book the services and then submit the Event Management plan to Rochford District Council

Resolved Cllr M Vernon proposed and Cllr R Linden seconded to accept the quotes as stated and all members present agreed.

18th February – Personnel

Members were informed that the minutes for this meeting will be circulated in due course however the following points need to be actioned.

Resolved – To confirm a recommendation from the Personnel Committee that specific HR training provided by Worknest should be undertaken

Proposed by Cllr M Vernon and seconded by Cllr R Milne. Members voted 16 in favour and 1 Abstained. The motion was carried.

Resolved- To confirm a recommendation from the Personnel Committee that a Staff Evaluation and Review of Personnel Policies should be undertaken by Worknest

Proposed by Cllr J Newport and seconded by Cllr J Lumley. Members voted unanimously and the motion was carried.

Resolved – To confirm a recommendation from the Personnel Committee that on the advice of Worknest any necessary recommendations should be taken, following the resignation of the Town Clerk.

Proposed by Cllr I Wilson and seconded by Cllr J Lumley. Members voted unanimously and the motion was carried.

Resolved - To confirm a recommendation from the Personnel Committee that the Council should take any necessary actions, including but not limited to the appointment of a Locum Clerk (with objectives set)

Proposed by Cllr J Lumley and seconded by Cllr J Newport that Miss Ann C Wood should be appointed as the Locum Clerk of Rayleigh Town Council with effect from 11th March 2025 for a period of six months. Members voted unanimously and the motion was carried.

85/24 Sweyne Park Bridlepath Lighting

All members agreed that further to minute no PF31/24 of the Policy & Finance meeting held on 30th September 2024 to authorise and that the payment of £15,000 to Rochford District Council towards the costs of the lighting proposal at Sweyne Park Bridlepath to be financed from the Community Safety ear marked reserve.

Resolved that the above information be noted.

86/24 Chairman’s Engagements

Members noted the engagements that have been attended by the Chairman

12th December 2024 - Christmas Soiree at Greensward Academy

15th December 2024 - The Design Cabin C.I.C. Candlelight Concert

17th December 2024 - Presentations for Best festive Display Trophies with Palmers Solicitors

24th January 2025 - Rochford District Council Holocaust Memorial Service

6th February 2025 – MIND Time to Talk Day – King George V Playing Field

12th February 2025 – Opening of Manzano Café

16th February 2025 - Celebration of the 30th Anniversary of the official opening of Rayleigh Parish Centre

Resolved that the above information be noted.

87/24 Schedule of Meetings 2025-2026

Members received and agreed the draft schedule of meetings for 2025-2026.

Members discussed adding meetings into the schedule for Personnel Committee and this will be included in due course.

Resolved to accept the schedule of meetings for 2025-2026.

88/24 To agree to sign up to SurveyMonkey for £20 per month.

Members discussed the signing up to SurveyMonkey for the whole of the council. Concerns were raised regarding the cost being correct and that there are other platforms available. Issues were raised on how the information would be used.

Resolved All present agreed to defer this item and to gain more information.

9.10pm meeting was closed to press and public

89/24 King George V Playing Field

Members discussed extending the current contract for the King George V Playing Field with the contractor for an additional 1 year. It was noted that the new contract for 3 years will go out for tender after April 2025. Members noted that a quote had been received from the current contractor.

Resolved – To agree to delegate to Open Spaces committee on 24th March 2025, to extend the contract for a maximum of £88,000 and to start the tendering process in April 2025 for the next 3 years. Cllr L Newport proposed and Cllr D Balding seconded. Members voted unanimously and the motion was carried.

9.30pm Meeting opened to press and public

90/24 Dementia Friendly Support

All members present agreed to the request for the payment of approximately £100 for the re-printing of information flyers for the Dementia Friends. Rayleigh Town is an inclusive Dementia Community and has been awarded accreditation.

Resolved– All members agreed the payment of the printing invoice for the re-printing of flyers for Dementia Friendly Support

91/24 St John Fisher Playing Field

The item was removed by the member who requested the motion.

92/24 VE Day 80th Celebrations – Thursday 8th May 2025

Rochford District Council has confirmed that they will host the lighting of the beacon in Rayleigh to commemorate the 80th Anniversary of VE Day on Thursday 8th May 2025. The Royal British Legion plan to hold a commemoration event with wreath laying at 11am on 8th May. Members discussed the quote received and agreed to purchase the flag to raise at the pavilion and to purchase bunting from Amazon for the same quantity but at a cheaper cost.

Resolved -All members present agreed For Town Council to decorate the High Street with VE Day Bunting and display a VE 80th Anniversary flag from the flagpole at the pavilion.

93/24 Annual Town Meeting 2025 and Annual Awards Evening 2025

This item was deferred.

Meeting closed at 9:50pm