



RAYLEIGH TOWN COUNCIL

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Councillors: S-J Page, R Lambourne, I Wilson, M Sutton, M O'Leary, R Milne, D Balding, J Lumley, I Ward, C Roe.

PF63/24 Those present and apologies for absence

Apologies had been received from Cllr C Roe, Cllr M O'Leary and Cllr M Sutton

Motion. The council to record and accept apologies for absence

Proposed – Cllr I Wilson Seconded – Cllr I Ward Vote - unanimous

PF64/24 Declarations 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. All the Rochford District Council and Essex County Council members present declared their interests regarding relevant items on the agenda.

PF65/24 Substitutes

Cllr D Sperring will substitute for Cllr C Roe and Cllr N Gallop will substitute for Cllr M O'Leary.

PF66/24 Non-Committee Members Present

Cllr M Vernon and Cllr R Linden

PF67/24 Code of Conduct

This 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.

PF68/24 Public forum

There were no members of the public present.

PF69/24 Minutes of last meeting.

Motion. To approve the minutes of the Policy & Finance committee meeting held on 13th January 2025 as true record.

Proposed – Cllr I Wilson Seconded – Cllr R Milne Vote - Unanimous

PF70/24 Financial Matters

Finances to 28th February 2025

Payment lists for January and February 2025

Budget Report

EMR balances

Bank Reconciliations

Bank Statements and Balances as of 28th February 2025

Nationwide	£ 172,320
R.T.C. Unity Current	£47,791.31
R.T.C. Unity Deposit	£34,948.48
K.G.V. Trust	£34,798.46
PWLB	-£90,000

These had all been sent to the councillors and were noted and agreed.

PF71/24 Bank Reconciliation

Member of the committee (not signatory or Chair of Council) to sign the bank statements agreeing to the reconciliation as above. This was agreed.

PF72/24 Internal Audit

Further to minute no 83/24 of the Full Council meeting held on 20th January 2025 , the following items were deferred to the Policy & Finance committee

Actions to be taken

1. To review the Council's Risk Assessment and Internal Controls - it was agreed that this should be carried out as soon as possible and a "traffic light system" should be used to identify each risk.
2. 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 to form a Working Group comprised of all the Chairmen of the Committees and that a face-to-face meeting should be arranged to look at the review of the Financial Regulations.
3. Appointment of internal auditor – it was agreed to obtain quotes and references from Internal Auditors for the 2025-2026 Audit year.

PF73/24 Past Chairman's Badge

Motion to arrange for a past chairman's badge(s) to be purchased for former Town Council Chairmen. An update quote has been requested from the company who have supplied these historically.

Cllr I Wilson proposed that the motion be amended to read “That past chairmen can choose to buy the pendant at their own expense and with the permission of the Town Council”. This was seconded by Cllr S-J Page.

A vote was taken on the amended motion and 6 voted for and 3 abstained. Therefore, the amended motion was carried.

PF74/24 Rayleigh Bowls Club lease

Motion to form a working group to discuss the Rayleigh Bowls Club lease which is due for renewal in September 2025 and that the following members should form that group – Cllrs I Wilson, R Milne, R Lambourne, D Sperring, S-J Page, R Linden and M Vernon

Proposed - Cllr I Wilson

Seconded – Cllr R Milne

Vote -Unanimous

There being no further business, the Chairman closed the meeting at 8.22pm