



RAYLEIGH TOWN COUNCIL
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Minutes of the Town Council meeting held on **Monday 14th April 2025 at 7.30pm at The Pavilion, King George V Playing Field.**

MINUTES

94/24 Those present and apologies for absence.

Present: Cllrs D Balding, E Brewer, N Gallop, L Knell, R Lambourne, R Linden, B Newport, J Newport, L Newport, C Roe, D Sperring, C Stanley, M Vernon, I Wilson, V Wilson.

Apologies: Cllrs I Ward, M Sutton, J Lumley, S J Page, N Knel, M O'Leary

Absent: Cllrs R Milne and J Burton

Also Present: 3 members of public

Deputy Town Clerk

Committee Clerk

95/24 Declaration of members' interests

Cllrs E Brewer, R Lambourne, R Linden, L Newport, J Newport, C Stanley, I Wilson, V Wilson declared a non-pecuniary interest in matters relating to Rochford District Council due to being members

Cllr J Newport declared a non-pecuniary interest in minute number 102/24 due to Leader of RDC and present at the meeting.

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

96/24 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.

97/24 Public Forum

There were 3 members of public present who did not wish to speak.

98/24 Minutes of Town Council meeting
RESOLVED all present agreed to approve the minutes of the Town Council meeting that was held on 3rd March 2025 as a true record.

99/24 Finance
Members noted the current bank balances as of 31st March 2025

Unity Current	-£6,244.99
Unity Savings	£1,275.36
Unity KGV	£36,692.52
Nationwide	£179,526.10
PWLB	-£90,000

of which:
Ear Marked Reserves £103,965.90

RESOLVED to note the information above.

100/24 To Note and Ratify Committee Minutes:
18th February - Personnel Committee - minutes are yet to be distributed.

All present agreed to approve the minutes of the following meetings
10th March – Policy & Finance
17th March – Open Spaces

RESOLVED to approve the minutes of the Policy & Finance and Open Spaces meetings as above.

101/24 Chairman's Engagements
Members noted the engagements that have been attended by the Chairman.

2nd March – Essex County Council Civic Service
5th March - High Sheriffs Awards
10th March - Rochford District Council Commonwealth Day flag raising
23rd March - Design Cabin C.I.C Cabaret Evening
28th March – Rochford District Council's Civic Dinner
1st April – Opening of the new Chichester Hotel rooms and Ba'zaan Restaurant

RESOLVED to note the information above.

102/24 Devolution and local Government Re-Organisation

Members agreed for Cllrs M Vernon and D Balding to attend the meeting on 22nd April 2025 with Rochford District Council . The Locum Town Clerk will be attending. It was agreed that Cllr D Sperring will attend in the event that one of the above is unavailable to attend the meeting or subsequent meetings if they arise.

RESOLVED that Cllrs M Vernon and D Balding will attend the meeting on 22nd April 2025 with the Locum Town Clerk. Cllr D Sperring to attend if one of the above is unavailable.

103/24 Recording of Meetings

Openness, transparency and accountability is important to local democracy.

Motion that RTC meeting are video recorded and published to the Town Councils YouTube channel so they can be viewed in perpetuity and amend standing orders as necessary.

Proposed – Cllr J Newport Seconded – Cllr R Lambourne Vote 14 to 1 in favour, motion carried.

RESOLVED that RTC meeting are video recorded and published to the Town Councils YouTube channel so they can be viewed in perpetuity and amend standing orders as necessary.

104/24 To agree to sign up to SurveyMonkey for £396.00 annually

SurveyMonkey could be very useful for the whole of the council, e.g. the Open Spaces committee can use it to ask the public's opinions on the toilets in Rayleigh etc. and the Communities Committee can use it to ask the public if they still want certain events that the Council run etc. It is intended to use budget heading 4115 for the expenditure.

Motion: to agree to sign up to SurveyMonkey for £396.00 annually in order that the council can gather information from the public.

Proposed – Cllr M Vernon Seconded – Cllr N Gallop Vote 14 to 1 in favour, motion carried.

RESOLVED to sign up to SurveyMonkey for £396.00 annually in order that the council can gather information from the public.

105/24 To agree to seek external vendors to provide self-contained catering facilities on John Fisher and KGV for the next year

At the meeting of the Open Spaces Committee on 24th March 2025, it was agreed to defer this matter to the full Council for decision. Cllr Sutton advised the members of the Committee that having two local self-contained catering facilities—one providing hot drinks and the other supplying food—would be ideal. He suggested allowing the vendors to operate rent-free but requiring a deposit. If a vendor fails to attend, they would be charged £100 on each occasion. However, if they attend consistently throughout the agreed period, their full deposit would be refunded.

Motion –that external vendors should be sought to provide self-contained catering facilities for the next year, to engage with Rochford District Council regarding fees charged by them and refer back to Policy & Finance regarding terms and conditions of trading.

Proposed - Cllr R Lambourne Seconded – Cllr C Stanley Vote
Unanimous

RESOLVED that external vendors should be sought to provide self-contained catering facilities for the next year, to engage with Rochford District Council regarding fees charged by them and refer back to Policy & Finance regarding terms and conditions of trading.

106/24 Amendment to Standing Orders

Motion – To amend the Standing Orders to reflect the recent changes made by the National Association of Local Councils.

The above motion was deferred due to NALC not publishing the new standing orders as yet.

Motion – To amend the Standing Orders to re-instate the Chairman of the Council as an ex-officio member of all committees

This motion was withdrawn by the Council Chairman.

107/24 Trinity Fair

Motion To approve the cost for security for the Trinity Fair of £1,988 for 22 security and marshals to be employed to cover the event. This quote has been provided by the company who have attended this event every year. This cost needs to be agreed in order to submit company details to Rochford District Council as part of the Event Management Plan.

Proposed – Cllr M Vernon

Seconded – Cllr V Wilson

Vote – Unanimous

RSEOLVED to accept the quote of £1,988 for Trinity Fair Security.

Meeting closed at 8:37pm

Chairman

Signature Date