



RAYLEIGH TOWN COUNCIL
The Pavilion, King George V Playing Field, Bull Lane,
Rayleigh, Essex, SS6 8JD
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Minutes of the Annual Meeting of the Town Council held on
Monday 12th May 2025 at 7.30pm at The Pavilion, King George V Playing Field, Bull Lane,
Rayleigh, Essex, SS6 8JD

001/25 Election of the Chairman

- a) Three nominations were received for the Chairman of the Council for the ensuing municipal year

Cllr D Sperring -	Proposed – Cllr I Ward	Seconded – Cllr C Roe
Cllr M Vernon –	Proposed – Cllr M Sutton	Seconded – Cllr M O’Leary
Cllr R Linden –	Proposed – Cllr S-J Page	Seconded – Cllr R Lambourne

A vote was taken and the result was 5 votes for Cllr D Sperring, 8 Votes for Cllr R Linden and 9 votes for Cllr M Vernon. Therefore, Cllr M Vernon was elected as the Chairman of the Town Council for the 2025-2026 municipal year

- b) Closing remarks from the outgoing Chairman
Cllr M Vernon told the meeting that she did not wish to make any closing remarks

002/25 Declaration of Acceptance of Office

The Chairman signed the Declaration of Acceptance of Office, which was countersigned by the Locum Clerk/Proper Officer

003/25 Appointment of Vice Chairman

One nomination for Vice Chairman of the Council for the ensuing municipal year was received for Cllr E Brewer

Proposed – Cllr J Newport **Seconded** – Cllr S-J Page

A vote was taken which was unanimous.

004/25 Code of Conduct/Civility & Respect

To note 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

005/25 Those present and apologies for absence.

Present: Councillors D Balding, E Brewer, J Burton, N Gallop, N Knell, R Lambourne, R Linden, J Lumley, R Milne, B Newport, J Newport, L Newport, M O’Leary, S-J Page, C Roe, D Sperring, C Stanley, M Sutton, M Vernon, I Ward, I Wilson, V Wilson

Apologies: had been received from Cllr L Knell

Motion. The council to accept and record any apologies for absence. This was agreed unanimously

In Attendance: The Locum Clerk of the Council and 5 members of the public

006/25 Declarations of Members Interests

Cllrs R Lambourne, I Wilson, V Wilson, M O’Leary, S-J Page, M Sutton, R Linden, E Brewer, I Ward, J Newport, C Stanley, L Newport and R Milne declared an interest in matters relating to Rochford District Council due to being members of that authority.

Cllrs J Lumley and J Newport declared an interest in matters relating to Essex County Council due to being members of that authority

Cllr S-J Page declared an interest in matters relating to the Dutch Cottage and the Finch Field Trust

Cllrs C Roe and V Wilson declared an interest in matters relating to the Rayleigh Museum

Cllrs E Brewer and D Balding declared an interest in matters relating to Rayleigh Mount

Cllrs C Roe and I Ward declared an interest in items relating to the Rayleigh Chamber of Trade

Cllr J Lumley declared an interest in items relating to the Wyvern Community Transport

007/25 Registers of Interests

This item is to remind members to update their Registers of Interests with Rochford District Council and to copy the Clerk into any amendments

008/25 Public Forum

M Davies spoke and gave a thank you to the Council for its financial support for the museum during the year and for its general support, that had helped the museum progress its aims

009/25 Minutes of the Town Council Meeting

Motion The Council approves the minutes of the Town Council meeting that was held on 14th April 2025 as a true record

Proposed – Cllr M Vernon **Seconded** – Cllr R Lambourne **Vote** - Unanimous

010/25 To Receive and Note Committee Meeting Minutes

6th February – Personnel Committee

22nd April – Communities Committee

The minutes were received and noted

011/25 To Consider any Recommendations made by the Committees

Motion – To note any recommendations made by the Committees. It was agreed to note any recommendations by the Committees as per Standing Orders

012/25 To Review the Delegation Arrangements including the Appointment of the Locum Clerk to Administer Dispensations in 2025-2026

Motion – To agree delegation arrangements to committees as per the current Terms of Reference

Proposed – Cllr M Vernon **Seconded** – Cllr R Milne **Vote** – Unanimous

Motion – The Locum Town Clerk as Proper Officer of the Council will be authorised, where in her view it is appropriate, to administer dispensations for members with disclosable pecuniary interests that would otherwise leave the Council inquorate

Proposed – Cllr M Vernon **Seconded** – Cllr S-J Page **Vote** - Unanimous

013/25 To Review the Terms of Reference for Committees

Motion – To accept the current Terms of Reference for Committees

Proposed – Cllr M Vernon **Seconded** – R Linden **Vote** - Unanimous

014/25 To Appoint Members to Existing Committees

- a) Planning
Cllrs D Sperring, I Wilson, N Knell, M Vernon, L Knell and R Milne were elected as members of the committee
- b) Open Spaces
Cllrs E brewer, J Burton, N Gallop, R Lambourne, D Sperring, C Stanley and M Vernon were elected as members of the committee
- c) Communities
Cllrs D Bading, E Brewer, N Gallop, R Linden, R Milne, B Newport, S-J Page, M Sutton, M Vernon and V Wilson were elected as members of the committee
- d) Policy & Finance
Cllrs R Lambourne, R Linden, J Lumley, J Newport, L Newport, M O’Leary, S-J Page, C Roe, I Ward and I Wilson were elected as members of the committee
- e) Personnel
Cllrs D Balding, R Lambourne, R Linden, J Newport, L Newport, M O’Leary, S-J Page, V Wilson and M Vernon were elected as members of the committee

The Chairmen of each of these committees will be elected at the first meetings of those committees

015/25 Election of Members to Working Groups/Sub Committees

- a) Election of Working Groups/Sub Committees reporting to the Communities Committee
- Rayleigh In Bloom Working Group – Cllrs N Gallop, R Linden, L Knell, R Milne, S-J Page and M Vernon
 - Christmas Lights Working Group – Cllrs L Knell, R Linden, R Milne, S-J Page, M Vernon, I Wilson and V Wilson
 - Trinity Fair Working Group – Cllrs N Knell, R Lambourne, R Linden, R Milne, S-J Page, I Wilson and V Wilson
 - Allotments Sub Committee – Cllrs N Gallop, L Knell, S-J Page, C Stanley and M Vernon
 - Markets Working Group – Cllrs R Linden, S-J Page, C Stanley and M Vernon

- Annual Town Awards Sub Committee – The Chairman and all Committee Chairmen
 - Community Safety Sub Committee – Cllrs E Brewer, R Linden, L Knell, N Knell and S-J Page
 - VJ Day Working Group – Cllrs N Gallop, R Milne, S-J Page and M Vernon
 - Dementia Working Group – it was agreed not to appoint this Working Group
- b) Election of Working Groups/Sub Committees reporting to the Open Spaces Committee
- Pavillion Toilets Working Group
 - Pavillion Kiosk (Working Group) – it was agreed not to appoint this Working Group
- c) Election of Working Groups/Sub Committees reporting to the Policy & Finance Committee
- Grants Working Group – Cllrs J Burton, L Knell, M O’Leary, S-J Page, M Sutton and M Vernon
 - Bowls Club Lease Working Group – Cllrs R Lambourne, R Linden, R Milne, S-J Page, D Sperring, M Vernon and I Wilson
 - IT Working Group – Cllrs N Gallop, R Lambourne, R Milne, J Newport and M Vernon
 - Financial Regulations & Standing Orders (Working Group) – it was agreed to defer this until after all the Committee Chairmen have been elected
- d) Election of Working Groups/Sub Committees reporting to the Full Council
- Climate Change Working Group – Cllrs N Gallop, L Knell, R Milne, J Newport and C Stanley

8.45pm – Cllr N Knell left the meeting

016/25 Election of Members to Serve on Outside Organisations

Members to consider whether the Town Council should appoint representatives and substitutes to attend meetings of any other local organisations

Members to note the representatives are required to provide the Full Council or the appropriate committee with a written report of any meeting that they have attended

- a) Representatives reporting to the Full Council
- Rochford District Dutch Cottage Management Group (Chairman of Rayleigh Town Council – no substitute allowed)
 - Rochford District Council Finchfield Trust (Chairman of Rayleigh Town Council – no substitute allowed)
 - Rochford Hundred Association of Local Councils (Chairman and Clerk (Vice Chairman as substitute))

It was proposed by Cllr L Newport and seconded by Cllr C Stanley that these items be deferred until further information has been obtained. Agreed Unanimously

- Chamber of Trade – The Chairman Cllr M Vernon
- Rayleigh Mount – Cllr D Balding
- Essex County Council Parish Transport Representative – No appointment

- Rochford and District Community Safety Partnership – Cllr S-J Page
- Wyvern Community Transport – Cllr E Brewer

b) Representatives reporting to the Communities Committee

- Rayleigh Town Museum - Chairman of Town Musuem M Davies
- Public Footpaths – M Davies

017/25 The Appointment of Any New Committees in Accordance with Standing Order 4

To consider whether there are any new committees that need to be appointed by the Council. It was agreed that the Council should consider appointing a committee for Devolution and Local Government Reorganisation

018/25 The Review and Adoption of Appropriate Standing Orders and Financial Regulations

Motion - To defer the Review of Standing Orders and Financial Regulations to the Working Group

Proposed – Cllr M Vernon Seconded – Cllr E Brewer Vote - Unanimous

019/25 The Review of Arrangements (including legal agreements) with other Local Authorities, not-for-profit bodies and businesses

Motion - To defer the Review of Arrangements with other Local Authorities, not-for-profit bodies and businesses to the Policy & Finance Committee

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

020/25 Review of the Inventory of Land and other Assets including buildings and office equipment

Motion - To defer the Review of Arrangements with other Local Authorities, not-for-profit bodies and businesses to the Policy & Finance Committee

Proposed – Cllr C Stanley Seconded – Cllr R Milne Vote – Unanimous

021/25 Confirmation of Arrangements for Insurance Cover in respect of all insurable risks

Motion - To defer the Confirmation of Arrangements for Insurance Cover in respect of all insurable risks to the Policy & Finance Committee

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

022/25 Review of the Council's and/or Staff subscriptions to other Bodies

- Essex Association of Local Councils/NALC
- Rural Community Council of Essex
- Society of Local Council Clerks
- Rochford Hundred Association of Local Councils
- Essex Playing Fields Association

It was proposed by Cllr C Stanley and seconded by Cllr R Milne that the above items be deferred until costs have been identified. Agreed Unanimously

023/25 Review of the Council's Complaints Procedure

Motion - To defer the Review of the Council's Complaints Procedure to the Policy & Finance Committee

Proposed – Cllr C Stanley **Seconded** – Cllr R Milne

Vote - Unanimous

024/25 Review of the Council’s Policies, Procedures and Practices in Respect of its Obligations under Freedom of Information and Data Protection Legislation

Motion - To defer the Review of the Council’s Policies, Procedures and Practices in respect of its obligations under Freedom of Information and Data Protection Legislation to the Policy & Finance Committee

Proposed – Cllr C Stanley **Seconded** – Cllr R Milne

Vote - Unanimous

025/25 Review of the Council’s Policy for dealing with the press/media

Motion - To defer the Review of the Council’s Policy for Dealing with the press/media to the Policy & Finance Committee

Proposed – Cllr C Stanley **Seconded** – Cllr R Milne

Vote - Unanimous

026/25 Review of the Council’s Employment Policies and Procedures

Motion – To confirm a previous decision deferring the Employment Matters to the Council’s HR Consultants, WorkNest

Proposed – Cllr M Vernon **Seconded** – Cllr J Lumley

Vote – Unanimous with one abstention

027/25 Review of the Council’s Expenditure incurred under S137 of the Local Government Act 1972 and the General Power of Competence

The Council has not incurred and expenditure under S137 of the Local Government Act 1972 because it has declared that it holds the General Power of Competence
This was noted by the Council

028/25 Determining the time and place of Ordinary meetings of the Council up to and including the next Annual Meeting of the Council

This was already been agreed at the Full Council Meeting on 3rd March 2025
This was noted by the Council

029/25 Finance

Members to note the current bank balances as of 30th April 2025

Unity Current	£76,506.85
Unity Savings	£201,275.36
Unity KGV	£36,686.22
Nationwide	£179,526.10
PWLB	-£90,000

of which:

Ear Marked Reserves – see attached

This was noted by the Council

The Locum Clerk was asked to ensure that payment lists are distributed and the item included in the next meeting’s agenda

030/25 Chairman’s Engagements

Members to note the engagements that have been attended by the Chairman

12th April - Rayleigh Art Group annual exhibition

13th April - Studio 3 Art & Beaulillie Boutique in Berrys Arcade 1st anniversary

16th April - Rayleigh Town Museum 9th anniversary
19th April - South Essex Youth Symphony Orchestra Beat The Blues Concert
23rd and 28th April - St Georges day Rayleigh Town Council and Rochford District Council
8th May - VE day events including Rochford District Council flag raising and beacon lighting & Rayleigh Town Council Flag Raising
10th May - Harmonie Concert Band at Holy Trinity Church

This was noted by the Council

031/25 2024/2025 Accounts

Motion – To agree the Accounts for the Financial Year 2024/2025

Proposed – Cllr M Vernon Seconded – Cllr C Stanley Vote – Unanimous with 8 abstentions

032/25 Annual Governance and Accountability Return 2024/25

Section 1 – Annual Governance Statement

Motion – To agree the Annual Governance Statement for the Financial Year 2024-2025

Proposed – Cllr M Vernon Seconded – Cllr R Milne Vote – Unanimous with 2 abstentions

033/25 Annual Governance and Accountability Return 2024/25

Section 2 – Accounting Statements

Motion – To agree the Accounting Statements for the Financial Year 2024-2025

Proposed – Cllr M Vernon Seconded – Cllr R Milne Vote – Unanimous with 6 abstentions

034/25 Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return for the Accounts for the Year Ended 31st March 2025

To agree the dates for the Notice of Public Rights under The Local Audit and Accountability Act 2014 Sections 26 and 27 and The Accounts and Audit Regulations 2015 (SI 2015/234) as 3rd June 2025 to 14th July 2025

The dates for the publication of the Notice of Public Rights were agreed

035/25 Local Government Reorganisation – Meeting with Rochford District Council 22nd April 2025

To receive a verbal report from the meeting with Rochford District Council on 22nd April 2025

A verbal report was given to the meeting about a meeting that had been held by Rochford District Council on 22nd April 2025, where Devolution, Local Government Reorganisation and the preparation of the Local Plan had been discussed. It was agreed that setting up a committee to discuss these matters in greater depth would be a good idea. The Locum Clerk was asked to circulate the notes from the meeting in April to all councillors

There being no other business the Chairman closed the meeting at 9.24pm

Signed.....Chairman.....Date

