



RAYLEIGH TOWN COUNCIL
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Minutes of the **Policy and Finance Committee** held on **Monday 9th June 2025** at 7.30pm
at the Pavilion, King George V Playing Field, Bull Lane, Rayleigh, Essex, SS6 8JD

MINUTES

PF01/25 To Elect a Chairman of the Committee for the 2025/2026 Year

After discussion, there were no nominations for the position of Chairman. It was proposed by Cllr R Lambourne and seconded by Cllr I Wilson to elect Cllr L Newport as the Chairman for this meeting only. This was agreed unanimously

PF02/25 To Elect a Vice Chairman of the Committee for the 2025/2026 Year

There were no nominations for the position of Vice Chairman

PF03/25 Those present and apologies for absence

Present – Cllrs R Lambourne, J Lumley, J Newport, L Newport, M O’Leary, I Ward and I Wilson

Apologies – Apologies had been received from Cllr C Roe, Cllr R Linden and Cllr S-J Page

Motion. The committee resolved to record and accept the apologies for absence

PF04/25 Declarations of interests

Cllrs R Lambourne, M O’Leary, J Newport, L Newport, I Ward and I Wilson declared interests as members of Rochford District Council

Cllr J Lumley and J Newport declared interests as members of Essex County Council

PF05/25 Substitutes

Cllr D Sperring substituted for Cllr C Roe for the meeting

PF06/25 Non-Committee Members Present

Cllrs M Vernon and V Wilson were present at the meeting

PF07/25 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

PF08/25 Public forum

There were no members of the public present

PF09/25 Minutes of last meeting.

Motion. The approve the minutes of the Policy & Finance committee meeting held on 3rd March 2025 as true record

Proposed – Cllr I Wilson

Seconded – Cllr R Lambourne

Unanimous

PF10/25 Financial Matters

Finances for 31st May 2025

Payment lists for April and May 2025

Budget Report

EMR balances

Bank Reconciliations

Bank Statements and Balances as of 31st May 2025

Nationwide	£ 172,320
R.T.C. Unity Current	£ 26,644.52
R.T.C. Unity Deposit	£ 201,275.36
K.G.V. Trust	£ 36,680.22
PWLB	–£ 90,000

The above documents had been received and noted. Cllr J Newport questioned the post budget (4100) and the Locum Clerk will investigate this

Cllr D Sperring asked for the matter of the use of a screen and projector to be placed on the next appropriate agenda

PF11/25 Bank Reconciliation

There were no bank reconciliations to sign, so the Locum Clerk said that she would clarify this and refer the matter back to the committee

PF12/25 IT Working Group

The committee received a report from the IT Working Group who had met on 5th June 2025.

- 1) The Working Group recommended that a quote of £95.00 per hour (for up to 2 hours) to get the remaining councillors using 365 for their e-mails should be accepted
- 2) Personnel files. The Locum Clerk had asked Ice Connect to alter the access to the personnel files. This will be done by the office and is part of the Council's contract, so will not attract any further costs
- 3) Owl system quote. The office has not been able to use the recording system in the chamber for several months. The Working Group recommended that a quote from Ice Connect to set up a dedicated PC with the owl and to configure both and undertake any software update for £1162.00 be accepted
- 4) Quote to tidy up office wiring. The wiring in the office is very haphazard and has the potential to be a Health & Safety hazard. The Working Group



recommended that a quote of £1435.00 from Ice Connect to tidy up the wiring should be accepted

- 5) Scanning issues. The office has found out that a particular laptop in the office needs to be switched on in order for the scanning facility on the photocopier/printer to work. This can be changed by Ice Connect and can be done by the office. It is part of the Council's contract, so will not attract any further costs

Motion – To agree the expenditure recommended by the IT Working Group and monies to be taken from the Earmarked Reserve budget 395

Proposed – Cllr J Newport **Seconded** – Cllr R Lambourne Unanimous

PF13/25 Earmarked Reserves

The committee considered the Council's Earmarked Reserves. During the discussion the Locum Clerk explained the situation with the King George V Playing Field Charity and the Town Council. It was agreed that a meeting of the Community Safety Sub-committee should be held

Motion – To recommend that each of the committees looks at its own work plans and aligns those with any earmarked Reserves for that committee

Proposed – Cllr J Newport **Seconded** – Cllr D Sperring Unanimous

PF14/25 Essex County Council Youth Service – Detached Youth Work

The committee considered a request for funding for 2025/2026 for Detached Youth Work by the Essex County Council Youth Service at the King George V Playing Field

Motion – To suspend Standing Order 1.14 and to agree the payment to of £5400.00 to Essex County Council Youth Service for the delivery of Detached Youth Work in 2025/2026 whilst looking for other providers for 2026/2027

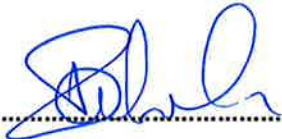
Proposed – Cllr R Lambourne **Seconded** – Cllr I Wilson Unanimous

It was agreed that in the first instance to approach the YMCA and Active Essex for quotes for Detached Youth Work provision

PF15/25 Update on the Arrangements for Financial Administration

The Locum Clerk explained that there have been delays in dealing with this matter but now that the IT matters have been agreed, this should be able to go forward. There have also been delays due to the pending review of the Financial Regulations, as not all the committees have elected a Chairman yet

There being no further business the Chairman closed the meeting at 8.27pm

Signed..........Chairman.....14/7/25.....Dated