



RAYLEIGH TOWN COUNCIL
The Pavilion, King George V Playing Field, Bull Lane,
Rayleigh, Essex, SS6 8JD
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**Minutes of the meeting held on Monday 21st July 2025 at 2.30pm at
The Pavilion, King George V Playing Field, Bull Lane, Rayleigh, SS6 8JD**

MINUTES

PER 01/25 Election of Chairman for the Civic Year 2025-2026

In the absence of the outgoing Chairman, Cllr J Lumley, the outgoing Vice Chairman, Cllr D Balding called for nominations. Cllr D Balding was nominated

Proposed – Cllr M Vernon Seconded – Cllr L Newport Unanimous

PER 02/25 Election of Vice Chairman for the Civic Year 2025-2026

The Chairman called for nominations. Cllr M Vernon was nominated

Proposed – Cllr J Newport Seconded – Cllr M O’Leary For – 7 Abstentions -1

PER 03/25 Those present and apologies for absence

Present: Cllrs D Balding, R Lambourne, R Linden, J Newport, L Newport, M O’Leary, V Wilson and M Vernon

Apologies had been received from Cllr S-J Page. The apologies for absence were accepted by the committee

Also in attendance – The Locum Clerk of the Council

PER 04/25 Declaration of members’ interests

There were no interests declared

PER 05/25 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

PER 06/25 Public Forum

There were no members of the public present

PER 07/25 Minutes of the previous meeting

Motion. The minutes of the previous meeting held on 18th February 2025 were approved as a true record

Proposed – Cllr M Vernon Seconded – Cllr D Balding

Vote - Unanimous

PER 08/25 Committee Terms of Reference

The current Terms of Reference were discussed and to make recommendations about any changes

Motion – To recommend to the full Council that the Personnel Committee Terms of Reference be amended to include the delegation of the recruitment and appointment of staff

Proposed – Cllr R Linden Seconded – Cllr R Lambourne Vote - Unanimous

Motion – To recommend to the full Council that the Personnel Committee Terms of Reference be further amended to say that the committee will be offered appropriate HR training to undertake their role and it will be highly recommended that all members of the committee take up this training

Proposed – Cllr L Newport Seconded – Cllr D Balding

Vote – Unanimous

PER 09/25 HR Training

The Locum Clerk is in contact with WorkNest and is obtaining a quote for the HR Training

PER 10/25 Staff and Policy Review

This has been agreed by the Full Council. The Town Council has received a staff handbook from Worknest. This needs to be reviewed by the council and returned to Worknest for their final approval. This task was not completed by the previous Town Clerk.

PER 11/25 Closure of meeting to press and public

In accordance with s.1 of the Public Bodies (Admission to meetings) Act 1960 to resolve that, in view of the nature of the business to be discussed, it is in the opinion of the Committee advisable that the public and press be excluded, and they are instructed to withdraw. Photographing, recording, broadcasting, or transmitting the proceedings of a meeting by any means is not permitted during the closed session. This was agreed.

PER 12/25 Administration Assistant

An update report on the current situation was given by the Locum Town Clerk

Motion. To notify WorkNest of the current situation and to recommend any necessary actions on the advice of WorkNest, to the full Council

Proposed – Cllr J Newport Seconded – Cllr M O’Leary

Vote - Unanimous

PER 13/25 Report from the Locum Town Clerk

An update report on the progress made against objectives by the Locum Town Clerk was received and considered by the Committee. There was additional discussion around the situation with the King George V Trust and the IT matters

The Locum Town Clerk left the meeting at 3.40pm

PER 14/25 Contract of Employment for the Locum Town Clerk

A report was received on the current situation regarding the Locum Town Clerk

- The Committee discussed the current arrangements for the Locum Town Clerk. It was AGREED unanimously to investigate the possibility of extending the Locum Town Clerks Contract of Employment on a monthly/short term basis
- It was AGREED to investigate and explore the recruitment process for a full time Town Clerk using various employment advertising bodies including but not limited to NALC, in order to begin the recruitment process.

There being no further business, the meeting was closed at 4.25pm

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