



RAYLEIGH TOWN COUNCIL
The Pavilion, King George V Playing Field, Bull Lane,
Rayleigh, Essex, SS6 8JD
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Minutes of a Meeting of the Town Council held on **Monday 18th August 2025 at 7.30pm** at **The Pavilion, King George V Playing Field, Bull Lane, Rayleigh, Essex, SS6 8JD**

Councillors: D Balding, E Brewer, J Burton, N Gallop, L Knell, 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

MINUTES

047/25 Those present and apologies for absence

PRESENT - Cllrs D Balding, N Gallop, L Knell, N Knell, R Linden, R Milne, B Newport, J Newport, L Newport, D Sperring, C Stanley, M Sutton, M Vernon, I Wilson and V Wilson

APOLOGIES FOR ABSENCE - Cllrs E Brewer, J Burton, R Lambourne, J Lumley, M O'Leary, S-J Page, C Roe and I Ward

IN ATTENDANCE – The Locum Clerk of the Council

Motion. The Council agreed to accept and record the apologies for absence

048/25 Declarations of Members Interests

Cllrs R Linden, R Milne, J Newport, L Newport, C Stanley, M Sutton, I Wilson and V Wilson declared interests as Rochford District Council members and Cllr J Newport declared an interest as an Essex County Council member

049/25 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

050/25 Public Forum

There were no members of the public present

051/25 Minutes of the Town Council Meeting

Motion. The Council to approve the minutes of the Town Council meeting that was held on 14th July 2025 as a true record

Proposed – Cllr M Vernon

Seconded – Cllr R Linden

Unanimous

052/25 To Receive and Note Committee Meeting Minutes

Personnel Committee	21 st July 2025 – to be amended and recirculated
Open Spaces Committee	28 th July 2025 - Noted
Planning Committee	4 th August 2025 - Noted
Personnel Committee	15 th August 2025 – to be circulated

053/25 Finance

Members noted the current bank balances as of 30th June 2025

Unity Current	£16218.99
Unity Savings	£452289.33
Unity KGV	£36708.07
Nationwide	£179526.10
PWLB	-£70,000

The Locum Clerk was asked to check the payments from the Bowls Club

054/25 Chairman's Engagements

Members noted the engagements that have been attended by the Chairman since the last Full Council meeting

16th July - 5th Rayleigh Scout group AGM and Bake-off

11th August - Summer Dementia Cafe

14th August - The Cedar Centre charity afternoon tea for Breast Cancer Now

15th August - VJ day flag raising for RTC

15th August - RBL VJ day service

055/25 Planning Committee

Requests from Cllr R Linden and Cllr S-J Page to be appointed to the Planning Committee had been received

Motion – To appoint Cllr R Linden and Cllr S-J Page to the Planning Committee

Proposed – Cllr M Vernon

Seconded – Cllr R Milne

Unanimous

056/25 Personnel Committee

The Council received the following recommendations from the Personnel Committee:

- 1) 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
- 2) 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

Motion – To approve the amendments to the Personnel Committee's Terms of Reference

Proposed – Cllr M Vernon

Seconded – Cllr R Linden

Unanimous

057/25 Neighbourhood Plan

To consider whether to investigate producing a Neighbourhood Plan and if that is agreed, to appoint a Working Group to consider the Step by Step Guide published by Locality

There was discussion by the members about the various merits of producing a Neighbourhood Plan

7.50pm - Cllr M Sutton gave his apologies and left the meeting

Motion – To appoint a Working Group to consider the Step by Step Guide published by Locality

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

Vote – 11 for and 2 Against – the motion was carried

It was agreed that the following councillors would be appointed to the Working Group – Cllrs D Balding, R Linden, J Newport, S-J Page and C Stanley

058/25 Devolution and Local Government Reorganisation

A verbal update on a meeting held by Rochford District Council on 29th July 2025 was received from the Chairman and the Council considered appointing a Working Group to investigate the issues surrounding Devolution and Local Government Reorganisation. This was agreed.

Motion – To appoint a Working Group to investigate the issues surrounding Devolution and Local Government Reorganisation as per minute number 017/25 from the Annual Town Council meeting on 12th May 2025

Proposed – Cllr C Stanley

Seconded – Cllr R Linden

Unanimous

It was agreed that the following councillors would be appointed to the Working Group – Cllrs R Linden, J Newport, L Newport, D Sperring and C Stanley

059/25 EALC AGM

To consider appointing two voting members to attend the Annual General meeting of the Essex Association of Local Councils on Thursday 25th September 2025 at Threshelfords Park, Feering

Motion – To appoint Cllr R Linden and Cllr S-J Page as the two voting members to attend the Annual General Meeting of the Essex Association of Local Councils on Thursday 25th September 2025

Proposed – Cllr J Newport

Seconded – Cllr C Stanley

Unanimous

060/25 Festive Lights Working Group/ Communities Committee

The Working Group would like to book Joe Palmer to sing at the Christmas Lights Event. The Communities committee have contacted him with an offer, which has been declined and he is requesting his usual fee. The Council considered confirming the usual fee but agreed a different motion to be proposed

Motion – To seek a possible alternative entertainment for the Christmas Lights Event

Proposed – Cllr R Linden

Seconded – Cllr L Newport

Unanimous

There being no further business the meeting was closed at 8.16pm

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