



RAYLEIGH TOWN COUNCIL
The Pavilion, King George V Playing Field, Bull Lane,
Rayleigh, Essex, SS6 8JD
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Minutes of the Full Council meeting held on Monday 13th October 2025 at the Pavilion , King George V Field, Bull Lane, Rayleigh, Essex, SS6 8JD

MINUTES

062/25 Those present and apologies for absence

In Attendance: D Balding, E Brewer, J Burton, N Gallop, B Newport, L Newport, M O'Leary, C Roe, D Sperring, C Stanley, M Sutton, M Vernon, I Wilson, V Wilson
Apologies: R Milne, N Knell, L Knell, S J Page, R Linden, J Lumley, J Newport, I Ward
Absent: R Lambourne
Also Present: Deputy Town Clerk

Motion: It was proposed that the Council should accept and record any apologies for absence

063/25 Declarations of Members Interests

Cllrs E Brewer, L Newport, M O'Leary, C Stanley, M Sutton, I Wilson and Vilson declared a non-pecuniary interest in matters relating to Rochford District Council due to being members.

064/25 Code of Conduct/Civility & Respect

It was 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

065/25 Public Forum

There were no members of public present.

066/25 Minutes of the Town Council Meeting

Motion. The Council to approve the minutes of the Town Council meeting that was held on 18th August 2025 as a true record. All agreed.

067/25 To Receive and Note Committee Meeting Minutes

Members noted the minutes for the committee meetings below.

Personnel Committee 21st July 2025

Personnel Committee 15th August 2025

Communities Committee 8th September 2025

Policy & Finance Committee 15th September 2025

068/25 Finance

Members noted the current bank balances as of 30th September 2025 all financial reports have been emailed to members

Unity Current	£43,237.29
Unity Savings	£324,402.52
Unity KGV	£37,949.17
Nationwide	£172,320
PWLB	-£70,000

069/25 Chairman's Engagements

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

24th August – Holy Trinity Garden Trail
3rd September – Merchant Navy Day Flag Raising
7th September – Rayleigh Horticultural Society Autumn Show
13th September – Grand Opening The Hive, Rayleigh Baptist Church
2nd October – Rayleigh Town Museum – “Liftphobic” Day

It was further noted that Chairman attended the Finchfield Trust and Dutch Cottage meetings on 7th October 2025.

All members were reminded that the Annual Awards will be held on Wednesday 15th October 2025 at 7.30pm at the FitzWimarc School. All members have been invited to attend.

070/25 Planning Committee

Members received a request from Cllr M O’Leary to be appointed to the Planning Committee.

Motion – To appoint Cllr M O’Leary on to the Planning Committee. Members voted 12 in favour and 2 abstentions. Cllr O’Leary will be appointed on to the Planning Committee.

071/25 Devolution and Local Government Reorganisation

Rochford District Council will hold a meeting on 20th November 2025 to give an update surrounding the Devolution and Local Government Reorganisation. The Chairman and Cllr Dawn Balding have been invited to attend as delegated members previously agreed by Full Council.

Motion: Expression of Interest – Grange Community Centre

This Council resolves:

- To hold a Develotion and LGR Working Group meeting and email all members for them to submit suggestion of areas for the Town Council to consider taking over
- To submit a formal Expression of Interest to Rochford District Council regarding the future management and operation of the Grange Community Centre.

- That the Local Government Reorganisation (LGR) Working Group will be tasked with preparing a detailed business case to support the Expression of Interest.
- That the draft business case will be brought back to Full Council for approval before submission.

Proposed - Cllr E Brewer

Seconded – Cllr L Newport

Unanimous

072/25 CIF Grants 2025

Members received and noted the information for CIF Grants 2025 from Essex County Council.

073/25 Christmas Lights 2025

Members received the quote for replacing the festoon lights for the 8 living trees for this year as a matter of priority. This is recommended by the contractor due to health and safety to both installers and members of public by using the existing lighting.

It was noted that the a review of the lights should be conducted by February on a yearly basis.

Motion The Council replaces the festoon lights for the 8 living trees at a cost of £11,080.

Proposed – Cllr M Vernon

Seconded - Cllr L Newport

13 voted in favour and 1 against. Motion carried.

074/25 High Street phone Box

Further to minute no COM23/25 of the Communities meeting held on 8th September 2025 all members agreed to the proposal of the Rayleigh Art Box Project taking over the proposal for the Red Phone box located on the High Street.

075/25 Closure of meeting to press and public

In accordance with s17 of Public Bodies (Admission to Meetings) Act 1960 to resolve that in view of the nature of business to be discussed . it is in the opinions of the Committee advisable that 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.

076/25 Appointment of Clerk

Members received a verbal report on the recruitment of a new Town Clerk.

Meeting closed at 8:34pm

Chairman

Chairman Signature..... Date