



RAYLEIGH TOWN COUNCIL  
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Minutes of the **Policy and Finance Committee** meeting held on **Monday 12<sup>th</sup> January 2026** at **7.30pm** at The Pavilion, King George V Playing Field

## MINUTES

**PF39/25 Those present and apologies for absence**

Cllrs: R Linden, J Newport, L Newport, M O'Leary, S J Page, C Roe, I Ward, I Wilson, M Vernon and C Stanley

**Apologies:** Cllr J Lumley

**Absent:** Cllr R Lambourne

**Also Present:** Deputy Town Clerk

**Motion.** The council to record and accept apologies for absence

**PF40/25 Declarations of interests**

Cllrs R Linden, N Newport, L Newport, M O'Leary, S J Page, I Ward, I Wilson and C Stanley declared a non-pecuniary interest in matters relating to Rochford District Council due to being member.

**PF41/25 Substitutes**

None present.

**PF42/25 Non-Committee Members Present**

Cllr C Stanley and M Vernon attended as non committee members.

**PF43/25 Code of Conduct**

The 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.

**PF44/25 Public forum**

None present.

**PF45/25 Minutes of last meeting**

**RESOLVED** To approve the minutes of the Policy & Finance committee meeting held on 24<sup>th</sup> November 2025 as true record.

**PF46/25 Financial Matters**

Policy and Finance minutes 12<sup>th</sup> January 2026

Finances for 30<sup>th</sup> November 2025  
Payment lists for November  
Budget Report  
EMR balances  
Bank Reconciliations  
Bank Statements and Balances as of 30<sup>th</sup> November 2025

Nationwide	£ 172,320
R.T.C. Unity Current	£ 69,757.85
R.T.C. Unity Deposit	£204,402.52
K.G.V. Trust	£ 37,936.87
PWLB	-£ 90,000

Recommend: the above information was noted.

**PF47/25 Bank Reconciliation**

Member of the committee (not signatory or Chair of Council) to sign the bank statements agreeing to the reconciliation for November 2025.

Recommended: the above information was noted.

**PF48/25 Review of Standing Orders and Financial Regulations**

Members received updated Standing Orders and Financial Regulations to be adopted by the Committee. Members thanked Cllr J Newport for his work on this matter

The following suggestions were put forward by Cllr Ward to be discussed with the new clerk to investigate or advise.

- Page 9; 5.9 & 5.15. Is £500 too low a figure due to inflation, and possibly raised to £1000
- Page 9; 5.9. Should quotes for work be itemised as to labour & material costs. The concern is two similar quotes with one having higher labour costs and poorer quality materials used, whilst the other might have best quality materials and a lower labour cost. What quantifies VFM?
- Page 9; 5.15; Should we consider an uplift to £3000 instead of the £2000 for emergency repairs due again to inflation
- Page 11; 6.9 iv; How restrictive will this £10,000 ceiling be?
- Page 13; 9.1; How restrictive will this £500 ceiling be?
- Page 16; 16.5. How restrictive will this £500 ceiling be?
- Page 16; 18.1. Charitable status of the properties we manage?

**Motion** to adopt the Standing Orders and Financial Regulation and for the new Town clerk to investigate and advice on the suggestions above.

#### **PF51/25 EMR Report**

Members received a list of the current Earmarked Reserves and members raised concerns regarding some of these items.

**Motion** to review the Earmarked Reserves prior to the full council meeting to be held on 9<sup>th</sup> February 2026

#### **PF52/25 Budgets 2026/2027**

Members to receive and review the budget reports for 2026/2027. Due to issues discussed at the meeting regarding the budgets it was agreed for this item to be deferred and that a budget briefing should be held prior to full council on 9<sup>th</sup> February 2026.

**Motion** to defer this item and for a budget briefing to be held for all members. Proposed by Cllr L Newport and seconded by Cllr C Roe. All members agreed.

#### **PF53/25 DRAFT 2026/2027 Tax Base**

Member to receive the final tax base letter for 2026/2027 issued by RDC.

Members noted that a King George V Management Committee will be meeting on 15<sup>th</sup> January 2026 to discuss their budget and this will be taken forward to the Full Council Meeting.

The precept will be set by Full Council at the meeting on 26<sup>th</sup> January 2026.

Recommended that the above information be noted.

#### **PF54/25 Assertion 10: Digital & Date Compliance for Councils**

Members noted that VisionICT have conducted the MOT of the Town Councils website to ensure that it meets the required standards. The report is attached and will be discussed by the IT working group.

Recommended that the above information be noted.

#### **PF55/25 Town Council Grants**

Members receive the notes from the Town Council Grants working group and accept the recommendations for awarding grants. Member agreed that if grant forms were received before the end of March 2026, they would be considered by this committee.

**Motion** to approve the grants awarded. All present agreed.

Meeting closed at 9.05pm

Chairman

Chairman Signature ..... Date .....