



Rayleigh Town Council

The Pavilion, King George V Playing Field, Rayleigh, SS6 8JD
www.rayleightowncouncil.gov.uk

**Minutes of the Full Town Council meeting
held on Monday 20th April 2026 at 7:30pm
at The Pavilion, King George V Playing Field, Rayleigh, SS6 8JD**

- Members Present:**
- Cllr E Brewer – Vice Chairman of Council
 - Cllr N Gallop
 - Cllr L Knell
 - Cllr N Knell
 - Cllr R Lambourne
 - Cllr R Linden
 - Cllr B Newport
 - Cllr J Newport
 - Cllr L Newport
 - Cllr M O Leary
 - Cllr S Page
 - Cllr C Roe
 - Cllr D Sperring
 - Cllr M Vernon – Chairman of Council
 - Cllr I Wilson
 - Cllr V Wilson
- In Attendance:**
- S Fishenden – Town Clerk & Responsible Financial Officer
 - Two members of the public
- Item 1: Apologies for Absence: To receive and accept apologies**
- Apologies were received and accepted from Cllr Balding, Cllr Milne, Cllr Ward, Cllr Lumley and Cllr Sutton.
- Item 2: Declaration of Members' Interests: To receive declarations of pecuniary and non-pecuniary interests for this meeting**
- Members of Rochford District Council and Member of Essex County Council
- Item 3: Minutes of Previous Meetings:**
- 3.1 Minutes of F.C. Meeting – 2nd March 2026: To approve the minutes of the Full Council meeting held on 2nd March 2026 as an accurate record**
- The minutes of the meeting held on 2nd March 2026 were approved subject to one amendment to clarify it was Cllr J Newport who provided a report.

3.2 Minutes of Ex-F.C. Meeting – 16th March 2026: To approve the minutes of the extraordinary Full Council meeting held on 16th March 2026 as an accurate record

The minutes of the meeting held on 16th March 2026 were approved subject to one amendment to incorporate the proposer and seconder for the vote in the minutes for the defibrillator item.

Item 4: Public Session: To receive representations and questions from members of the public

A member of the public queried Items 8 and asked whether the Town Council had clear performance indicators for these service level agreements. They also asked whether young people's feedback is sought, particularly from SEN children.

The Chairman of Council responded that young people's feedback is provided in the reports issued by the youth service. The item 8.1 for Bar N Bus will be deferred until the next meeting as they were not able to attend tonight.

Item 5: Chairman's Updates: To receive a verbal report from the Chairman of Rayleigh Town Council

The Chairman of Council reported on the engagements she had attended:

- 20 March – Chairman of Rochford District Council's Civic Dinner
- 24 March – Lord Lieutenants Cadet Intake event

The Vice Chairman of Council had attended the following engagements on the Chairman's behalf:

- Attended Rayleigh Horticultural Society Spring Flower Show
- 10th Anniversary event for Rayleigh Town Museum
- Rayleigh Town Museum's fundraising event – Talk on the Titanic

The Chairman of Council also reported:

- The Easter Egg Hunt had been successful with lots of entries, it was sponsored by Essex Clear Ears who had provided six prizes in total across the egg hunt and colouring competition.
- The St George's Day flag raising is taking place on Thursday 23 April at 10:30am, all councillors are invited to attend.
- The funding for the Art Box project on Rayleigh High Street has funding secured from the UK Shared Prosperity Fund. The office is currently obtaining the necessary planning consents before works commence

Item 6: Clerk's Report: To note a report of items for information from the Town Clerk & Responsible Financial Officer

The Clerk's Report was noted.

Item 7 : Committee Minutes: To note the minutes of committee meetings held

7.1 Planning Committee – 09.02.26

7.2 Planning Committee – 16.03.26

The minutes of the Planning Committee meetings were noted.

Item 8: Council Services

8.1 Youth Provision – Bar N Bus: To consider the proposal from Bar N Bus for a service level agreement to provide enhance youth provision in Rayleigh

This item was deferred until the next meeting to enable Bar N Bus to attend to give a presentation.

PROPOSED: Cllr Vernon. SECONDED: Cllr Page. All in favour.

8.2 Detached Youth Work – Essex Youth Service: To consider the draft service level agreement for detached youth work from Essex Youth Service for the 2026-2027 financial year

It was agreed to approve the service level agreement, at a total cost of £5,400, to be drawn from the Youth Provision budget. The Town Clerk & RFO will sign the agreement and return to Essex Youth Service.

PROPOSED: Cllr Vernon. SECONDED: Cllr Page. All in favour.

Item 9: Council Projects & Events

9.1 Community Lottery: To consider the proposal received to establish a lottery for the town, initial set-up costs to be funded with a virement from the Community Grants budget

This item was deferred to enable officers to conduct further research into whether there have been any failed Town Council lotteries.

PROPOSED: Cllr Roe. SECONDED: Cllr O Leary. All in favour.

9.2 Council Office CCTV System: To consider the quotes received for a replacement CCTV system at the Town Council office, to be spent from the 2026-27 CCTV & Security System Upgrade cost code

This item was deferred to seek a schematic of proposed CCTV locations from each provider, costs of an alternative manufacturer to HIK Vision and further costs on annual maintenance.

PROPOSED: Cllr Vernon. SECONDED: Cllr Page.

There were twelve votes in favour, two against and two abstentions. The motion was carried.

9.3 Funding for ASB Operation: To consider the request received from Essex Police for funding of £2872 for a targeted operation against ASB for Rayleigh

It was agreed to provide the funding of £2872 for the targeted ASB operation, this will be drawn from general reserves.

PROPOSED: Cllr Vernon. SECONDED: Cllr Lambourne.

There were nine votes in favour, four against and three abstentions. The motion was carried.

9.4` Christmas Lights 2026 Display: To consider the quotes received

It was agreed to defer consideration of additional items until there was clarity on the existing contract.

PROPOSED: Cllr L Newport. SECONDED: Cllr Sperring. There were thirteen votes in favour and three against. The motion was carried.

Item 10: Consultation Received: Essex Safer Speed Strategy: To agree a Town Council response to Essex County Council's Safer Speed Strategy

It was agreed that the Town Council would not respond to the consultation, but would promote it on social media and the noticeboards before the closing deadline.

PROPOSED: Cllr Vernon. SECONDED: Cllr Page. All in favour.

Item 11: Community Grant Request – South East Youth Symphony Orchestra: To consider the grant request received, which is being considered outside the scope of the Community Grants policy for exceptional reasons

It was agreed to award a grant of £850 to South East Essex Youth Symphony Orchestra.

PROPOSED: Cllr Vernon. SECONDED: Cllr Roe. All in favour.

The meeting closed at 9:11pm