



## Rayleigh Town Council

The Pavilion, King George V Playing Field, Rayleigh, SS6 8JD  
[www.rayleightowncouncil.gov.uk](http://www.rayleightowncouncil.gov.uk)

### Minutes of the Annual Town Council meeting held on Monday 11<sup>th</sup> May 2026 at 7:30pm at The Pavilion, King George V Playing Field, Rayleigh, SS6 8JD

- Members Present:**
- Cllr D Balding
  - Cllr E Brewer – Chairman of Council (*from Item 1 onwards*)
  - Cllr C Callis
  - Cllr N Gallop
  - Cllr L Knell
  - Cllr N Knell
  - Cllr R Lambourne
  - Cllr R Linden
  - Cllr J Lumley
  - Cllr B Milne
  - Cllr B Newport
  - Cllr J Newport
  - Cllr L Newport
  - Cllr M O Leary
  - Cllr C Roe
  - Cllr C Stanley
  - Cllr D Sperring
  - Cllr M Sutton
  - Cllr M Vernon – Chairman of Council (*until Item 1*)
  - Cllr I Ward
  - Cllr I Wilson
  - Cllr V Wilson
- In Attendance:**
- S Fishenden – Town Clerk & Responsible Financial Officer
  - K Hardy – Deputy Town Clerk
  - K Smiles – Finance Officer
  - J Sawtell – Chief Executive of Bar N Bus
  - Seven members of the public
- Item 1:** **Election of Chairman of Town Council: To elect the Chairman of Rayleigh Town Council for the 2026/2027 Council Year and to receive the Declaration of Acceptance of Office from the Chairman**
- F.C. 01** Cllr J Newport PROPOSED that Cllr Elizabeth Brewer be elected as Chairman of Rayleigh Town Council for the 2026/2027 Council Year.

SECONDED: Cllr Roe. This was unanimously agreed.

**Item 2: Election of Vice Chairman of Town Council: To elect the Vice Chairman of Rayleigh Town Council for the 2026/2027 Council Year and to receive the Declaration of Acceptance of Office from the Vice Chairman**

**F.C. 02** Cllr Roe PROPOSED that Cllr Lisa Newport be elected as Vice Chairman of Rayleigh Town Council for the 2026/2027 Council Year.

SECONDED: Cllr Balding. This was unanimously agreed.

**Item 3: Improving Youth Provision - Bar N Bus Proposal: To consider the proposal received from Bar N Bus**

**F.C. 03** It was agreed to approve the proposal received from Bar N Bus, for a service level agreement for a part-time youth worker at a total cost of £19,822.65. This will be drawn from the Youth Provision cost code.

PROPOSED: Cllr Sperring. SECONDED: Cllr Milne. All in favour.

**Item 4: Apologies for Absence: To receive and accept apologies**

**F.C. 04** Apologies were received and accepted from Cllr S-J Page

**Item 5: Declaration of Members' Interests: To receive declarations of pecuniary and non-pecuniary interests for this meeting**

**F.C. 05** There were no additional declarations of interest.

**Item 6: Minutes of Previous Meeting: To approve the minutes of the Full Council meeting held on 20<sup>th</sup> April 2026 as an accurate record**

**F.C. 06** The minutes of the previous meeting held on 20<sup>th</sup> April 2026 were approved as an accurate record.

PROPOSED: Cllr Brewer. SECONDED: Cllr J Newport. All in favour.

**Item 7: Public Session: To receive representations and questions from members of the public**

**F.C. 07** There were no members of the public wishing to speak.

**Item 8: Clerk's Report: To note a report of items for information from the Town Clerk & Responsible Financial Officer**

**F.C. 08** The Town Clerk's report was noted.

**Item 9: Committee Structure for 2026/27**

**9.1 Planning Committee: To consider establishing a planning committee and to agree the terms of reference**

- 9.2 Community Services Committee: To consider establishing a community services committee and to agree the terms of reference**
- 9.3 Environmental Services Committee: To consider establishing an environmental services committee and to agree the terms of reference**
- 9.4 Staffing Committee: To consider establishing a staffing committee and to agree the terms of reference**

**F.C. 09** It was agreed to defer consideration of this item to enable members to provide feedback on proposed committee structure and for it to be considered again at an extra-ordinary Council meeting in two weeks' time.

PROPOSED: Cllr Sperring. SECONDED: Cllr Roe. There were 19 votes in favour, two against and one abstention. The motion was carried.

**Item 10: Committee Membership for 2026/27: To agree committee membership for the 2026/27 municipal year**

**F.C. 10** It was also agreed to defer consideration of this item to tie in with the extra ordinary Full Council meeting being held in two weeks' time.

PROPOSED: Cllr Brewer. SECONDED: Cllr J Newport. All in favour.

**Item 11: Annual Review of Council Administration**

**11.1 Schedule of Meetings: To agree the schedule of meetings of meetings up to and including the next Annual Meeting of Council**

**F.C. 11** The Schedule of Meetings was deferred to be considered at the extra ordinary Full Council meeting in two weeks' time.

**11.2 Keyholders: To review and approve the key-holders for council buildings and assets**

**F.C. 12** It was agreed that the keyholders list would be approved, with one amendment to add Cllr Brewer as an emergency keyholder in the event staff were not able to attend.

PROPOSED: Cllr J Newport. SECONDED: Cllr Vernon. All in favour.

**11.3 Banking Arrangements: To review and approve the list of bank account signatories for 2026/27**

**F.C. 13** It was agreed that the bank signatories for 2026/27 for the Unity Trust Bank current account and instant access bank account, along with the Nationwide Building Society account would be:

***View the bank accounts and submit payments for authorisation:***

- Shaun Fishenden - Town Clerk & RFO
- Karen Hardy - Deputy Town Clerk
- Kate Smiles - Finance Officer

***View the bank accounts and authorise payments:***

- Cllr M Vernon
- Cllr N Gallop
- Cllr C Stanley
- Cllr R Lambourne
- Cllr M O Leary

Cllr V Wilson and Cllr I Wilson withdrew as signatories.

It was agreed to add Cllr Lumley and Cllr Sperring as signatories/payment authorisers.

PROPOSED: Cllr Roe. SECONDED: Cllr L Newport. All in favour.

**11.4 Payments by Standing Order & Direct Debit: To note a schedule of payments by standing order and direct debit is being compiled and will be presented to the next Full Council meeting**

**F.C. 14** This was noted.

**11.5 Asset Register: To note the Council's asset register is in the process of being reviewed and will be presented to the next Full Council meeting**

**F.C. 15** This was noted.

**Item 12: Council Governance**

**12.1 Standing Orders: To review and approve the Council's Standing Orders for the 2026/27 municipal year**

**12.2 Financial Regulations: To review and approve the Council's Financial Regulations for the 2026/27 municipal year**

**12.3 Scheme of Delegation: To review and approve the Council's Scheme of Delegation for the 2026/27 municipal year**

**F.C. 16** It was agreed to defer consideration of these items to enable tracked changes to be circulated.

PROPOSED: Cllr O Leary. SECONDED: Cllr Stanley. There were sixteen votes in favour, four against and two abstentions.

**12.4 Publication Scheme: To review and approve the Council's publication scheme for the 2026/27 municipal year**

**F.C. 17** It was agreed to adopt the Council's publication scheme.

PROPOSED: Cllr J Newport. SECONDED: Cllr L Newport.

**12.5 Employee Handbook: To review the council's employee handbook including all employment-related policies for the 2026/27 municipal year**

**F.C. 18** It was agreed to adopt the employee handbook, in-year changes will be made by the Staffing Committee and WorkNest (our contracted HR advisors).

**Item 13: Community Lottery: To consider the proposal to introduce a Rayleigh Town Community Lottery following the receipt of further information**

**F.C. 19** It was agreed to introduce a Community Lottery to be run by Gatherwell, with an initial set-up cost of £6060 + VAT which will be funded with a virement from the Community Grants cost code.

PROPOSED: Cllr Vernon. SECONDED: Cllr J Newport. There were twenty votes in favour and two abstentions.

**Item 14: General Power of Competence: To resolve that the Council meets the eligibility for General Power of Competence under the Localism Act 2011, namely a qualified Clerk and at least two-thirds of members being elected**

**F.C. 20** It was agreed that the Council met the eligibility criteria for the General Power of Competence and that it be adopted for the remainder of this council term which is until 2028.

***The meeting closed at 8:42pm***