



## **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 Full Council meeting held on Tuesday 26<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
  - Cllr N Gallop
  - Cllr J Lumley
  - Cllr B Newport
  - Cllr J Newport
  - Cllr L Newport
  - Cllr M O Leary
  - Cllr C Roe
  - Cllr C Stanley
  - Cllr D Sperring
  - Cllr M Vernon
  - Cllr I Ward
  - Cllr I Wilson
  - Cllr V Wilson
- In Attendance:**
- S Fishenden – Town Clerk & Responsible Financial Officer
  - L Winter – Supporting Clerk
  - M Harper – Essex Association of Local Councils
  - One member of the public
- Item 1: Apologies for Absence: To receive and accept apologies**
- F.C. 21** Apologies were received and accepted from Cllr Lambourne, Cllr Linden, Cllr Page, Cllr Milne, Cllr Sutton, Cllr Callis, Cllrs L Knell and Cllr N Knell
- Item 2: Declaration of Members' Interests: To receive declarations of pecuniary and non-pecuniary interests for this meeting**
- F.C. 22** There were no declarations not already declared.
- Item 3: Minutes of Previous Meeting: To approve the minutes of the Annual Council meeting held on 11<sup>th</sup> May 2026 as an accurate record**
- F.C. 23** The minutes of the meeting held on 11<sup>th</sup> May 2026 were approved as an accurate record.

**Item 4: Deferred Motions from Annual Council Meeting**

**4.1 Feedback from Cllrs: To note feedback received from Councillors on the committee structure proposal presented by officers**

**F.C. 24** The feedback report received was noted.

**F.C. 25** Cllrs. J Newport and Roe stated responses had been sent to the Chairman of Council instead of the Town Council office.

The Town Clerk and Proper Officer advised this was not correct procedure and the request had clearly stated feedback should be submitted to the office.

**4.2 Committee Structure for 2026/27: To consider a committee structure for the 2026/27 council year**

**F.C. 26** A alternative proposal document for committee structure was circulated to some councillors present, but not all. The Town Clerk and Proper Officer advised this proposal document could not lawfully be considered as it had not been circulated to all members in advance or provided to officers to check for its legality.

The Council proceeded against the advice of the Proper Officer.

**F.C. 27** Cllr O Leary PROPOSED an amendment that a Strategy and Finance Committee also be established. SECONDED: Cllr Roe.

There were thirteen votes in favour. Cllrs. I Wilson and V Wilson stated they refused to vote as they did not wish to act contrary to the advice of the Proper Officer. The motion was carried.

**F.C. 28** Cllr O Leary PROPOSED that the draft terms of reference for each committee be determined at the first meeting of each committee, using the Town Clerk's drafts as a 'starting point'. These will then need to be ratified by Full Council.

SECONDED: Cllr J Newport. There were thirteen votes in favour. Cllrs. I Wilson and V Wilson stated they refused to vote as they did not wish to act contrary to the advice of the Proper Officer. The motion was carried.

**F.C. 29** With the two amendments passed, the substantive motion was approved to establish a committee structure of –

- Community Services
- Environmental Services
- Planning
- Staffing
- Strategy and Finance

Terms of reference to be considered at the first committee meeting of each and then ratified by Full Council.

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

#### **4.3 Committee Membership for 2026/27: To agree committee membership for the 2026/27 municipal year**

**F.C. 30** Cllr E Brewer PROPOSED that the Strategy and Finance Committee, Environmental Services Committee, Planning Committee and Community Services Committee consist of nine members plus the Chair and Vice Chair of Council ex officio with full voting rights. Also that the Staffing Committee have five members plus the Chair and Vice Chair of Council ex officio with full voting rights.

SECONDED: Cllr L Newport. There were thirteen votes in favour. Cllrs. I Wilson and V Wilson stated they refused to vote as they did not wish to act contrary to the advice of the Proper Officer. The motion was carried.

**F.C. 31** The following committee membership was agreed unanimously as follows:

##### **Strategy and Finance Committee**

- Cllr J Newport
- Cllr Lumley
- Cllr O Leary
- Cllr Roe
- Cllr Ward
- *Four vacancies*
- *Chair and Vice-Chair of Council (ex officio with full voting rights)*

##### **Environmental Services Committee**

- Cllr Stanley
- Cllr Gallop
- Cllr Callis
- Cllr I Wilson
- Cllr Ward
- Cllr Vernon
- Cllr Sperring
- *Two vacancies*
- *Chair and Vice-Chair of Council (ex officio with full voting rights)*

##### **Community Services Committee**

- Cllr Roe
- Cllr Ward
- Cllr B Newport
- Cllr Sutton

- Cllr Balding
- Cllr L Knell
- Cllr V Wilson
- Cllr R Linden
- Cllr N Knell
- *Chair and Vice-Chair of Council (ex officio with full voting rights)*

**Planning Committee**

- Cllr Sperring
- Cllr Vernon
- Cllr Gallop
- *Six vacancies*
- *Chair and Vice-Chair of Council (ex officio with full voting rights)*

**F.C. 32**

The following councillors were nominated for membership of the Staffing Committee:

<b>Nominated Cllr</b>	<b>Proposer</b>	<b>Seconder</b>	<b>Votes in favour</b>
Cllr V Wilson	Cllr Vernon	Cllr I Wilson	4
Cllr Balding	Cllr J Newport	Cllr E Brewer	13
Cllr Vernon	Cllr O Leary	Cllr Balding	15
Cllr J Newport	Cllr O Leary	Cllr B Newport	13
Cllr Lumley	Cllr L Newport	Cllr J Newport	12
Cllr Sutton	Cllr J Newport	Cllr Stanley	14

The following Councillors were therefore duly elected to the Staffing Committee; Cllrs. Balding, Vernon, J Newport, Lumley and Sutton.

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

**F.C. 33**

The Schedule of Meetings were deferred to an extraordinary Full Council on Monday 1<sup>st</sup> June to take place after the scheduled Full Council meeting.

PROPOSED: Cllr L Newport. SECONDED: Cllr O Leary. There were thirteens votes in favour and two against. The motion was carried.

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

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

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

**F.C. 34** The Standing Orders, Financial Regulations and Scheme of Delegation were deferred to be considered by the Strategy and Finance Committee.

PROPOSED: Cllr Brewer. SECONDED: Cllr Lumley. There were fifteen votes in favour. The motion was carried.

**Item 5: Insurance Renewal: To consider quotes received for renewal of the Council's Insurance cover**

**F.C. 35** It was agreed that the Council would firstly request that officers seek a three month extension to the existing policy to enable queries to be raised including:

- Whether legal expenses would cover the KGV trust
- Cost of adding contract disputes cover and debt recovery costs which is currently inoperative

If the extension is not agreed by our insurers, the Council agrees that the signing of the one-year agreement at a total cost of £8808.37 be approved.

PROPOSED: Cllr L Newport. SECONDED: Cllr Balding. There were fourteen votes in favour and one against. The motion was carried.

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