



## **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 Town Council meeting  
held on Monday 9<sup>th</sup> February 2026 at 7:30pm  
at The Pavilion, King George V Playing Field, Rayleigh, SS6 8JD**

**Members Present:**

- Cllr D Balding
- Cllr N Gallop
- Cllr L Knell
- Cllr R Lambourne
- Cllr R Linden
- Cllr J Lumley
- Cllr R Milne
- Cllr B Newport
- Cllr J Newport
- Cllr L Newport
- Cllr M O Leary
- Cllr S-J Page
- Cllr C Roe
- Cllr D Sperring
- Cllr M Sutton
- Cllr M Vernon – Chairman of Council
- Cllr I Ward
- Cllr I Wilson
- Cllr V Wilson

**In Attendance:**

- S Fishenden – Town Clerk & Responsible Financial Officer
- Three members of the public

**Item 1: Designation of Proper Officer and Responsible Financial Officer to Rayleigh Town Council: To formally designate Shaun Fishenden PSLCC as Proper Officer under S112 of the Local Government Act 1972 and Responsible Financial Officer under S151 of the Local Government Act 1972**

It was agreed to formally designate Shaun Fishenden PSLCC as the Council's Proper Officer and Responsible Financial Officer.

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

**Item 2: Apologies for Absence: To receive and accept apologies**

Apologies were received from Cllr Stanley, Cllr N Knell and Cllr Brewer.

The Chairman of Council also reported that Cllr Jamie Burton had resigned from the Town Council. His service to the Council was noted.

**Item 3: Declaration of Members' Interests: To receive declarations of pecuniary and non-pecuniary interests for this meeting**

Cllrs. J Newport and J Lumley declared a non-pecuniary interest in matters relating to Essex County Council due to being elected members.

Cllrs. R Lambourne, R Linden, J Newport, L Newport, M O'Leary, S-J Page, M Sutton, I Ward, I Wilson and V Wilson declared a non-pecuniary interest in matters relating to Rochford District Council due to being elected members.

**Item 4: Minutes of Previous Meeting: To approve the minutes of the Full Council meeting held on 10<sup>th</sup> November 2025 as an accurate record**

The minutes of the previous Full Council meeting held on 10<sup>th</sup> November 2025 were approved.

**Item 5: Public Session & External Reports**

**5.1 Public Session**

A member of the public raised concerns around the proposed Town of Culture bid and whether the Town Council had the capacity to deliver this given other internal priorities.

**5.2 Rochford District Councillors**

There were no reports given.

**5.3 Essex County Councillors**

Cllr Lumley reported on the letter received regarding the Fairglen Interchange project delays which had been circulated to all Councillors by the Town Clerk.

Cllr J Newport reported on the Pothole Fund that was currently available.

**Item 6: Chairman's Updates: To receive a verbal report from the Chairman of Rayleigh Town Council**

The Chairman of Town Council has attended the following events:

- 15th Oct - RTC Awards Presentation evening at Fitzwimarc School
- 30th Oct - Halloween for Little Havens charity by Dexter Gallop (age 12)
- 9th Nov - Remembrance Sunday services and wreath layings
- 26th Nov - Rayleigh Country Market at the WI hall
- 27th Nov - RTC Christmas Light Switch On event

- 27th Nov - RODS (Rayleigh Operatic and Dramatic Society) Panto at The Mill Hall
- 28<sup>th</sup> Nov - Christmas Tree Festival at Holy Trinity Church
- 7th Dec - RRAVS (Rayleigh, Rochford and District Association for Voluntary Service)
- Christmas Carol Service at Holy Trinity
- 9th Dec - Ukrainian Community Christmas Eve at The MegaCentre
- 18th Dec - Palmers Solicitors Christmas Concert at Holy Trinity
- 22nd Dec - RTC Best Dressed Christmas windows presentations with Palmers
- 23rd Dec - South Essex Youth Symphony Orchestra (SEYSO) concert "A Christmas Hamper" at The Mill Hall
- 7th Feb - RDC Citizen of the Year Awards at The Freight House, Rochford

**Item 7: 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 8: Committee & Working Group Minutes: To note the minutes received**

**8.1 Open Spaces Committee – 19.01.26**

The Open Spaces Committee minutes were noted.

**Item 9: Financial Matters**

**9.1 Budget Monitoring: To note the report showing the Town Council's current financial position**

The Town Council noted its current financial position.

**9.2 Earmarked Reserves: To note the council's current reserves position**

The Council's earmarked reserves were noted.

**9.3 Bank Reconciliations: To agree a councillor to complete the monthly bank reconciliations (it cannot be a bank signatory or Chairman of Council)**

It was agreed Cllr Linden would conduct the latest monthly bank reconciliations.

**Item 10: Governance and Policies**

**10.1 Suspension of Committees & Working Groups: To consider the report and its recommendations to suspend committee and**

**working group meetings until May 2026 with the exception of the  
Planning Committee and the Personnel Committee**

It was agreed to adopt the recommendations of the report to:

- To suspend meetings of the Communities Committee, Open Spaces Committee, Policy & Finance Committee until May 2026. To suspend all Working Groups with the exceptions listed below.
- To retain planned committee meetings for the Planning Committee, Personnel Committee and KGV Trust. To retain the Trinity Fair Working Group, Christmas Lights Working and LGR Working Group
- To hold monthly Full Town Council meetings on the first Monday of the month and to hold Planning Committee meetings on the second Monday of the month.

It was noted the schedule of meetings going forward would be as follows:

|                                  |                        |
|----------------------------------|------------------------|
| Monday 2 March 2026 at 7:30pm    | Full Town Council      |
| Monday 9 March 2026 at 7:30pm    | Planning Committee     |
| Monday 13 April 2026 at 7:30pm   | Planning Committee     |
| Tuesday 21 April 2026 at 11:00am | Personnel Committee    |
| Tuesday 28 April 2026 at 7:30pm  | Annual Town Meeting    |
| Monday 11 May 2026 at 7:30pm     | Annual Council Meeting |

PROPOSED: Cllr Vernon. SECONDED: Cllr V Wilson. There were fifteen votes in favour, three against and one abstention. The motion was carried.

**10.2 Internal Auditor for 2026-2027: To consider quoted received for internal audit providers for the 2026-2027 financial year**

It was agreed to appoint Mulberry Local Authority Services as the Council's internal auditor from the 2026-2027 financial year.

It was agreed costs for Internal Audit would be capped up to the expenditure level incurred with the current audit provider.

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

**10.3 Councillor-Officer Protocol: To consider adopting the draft councillor-officer protocol**

It was agreed to adopt the Councillor-Officer protocol.

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

**Item 11: Council Administration**

**11.1 Accounting and Allotment Software: To consider the quote to transition from Rialtas to Scribe from 1<sup>st</sup> April 2026**

It was agreed to approve the Scribe allotment and accounting package from 1<sup>st</sup> April 2026, at a total cost of £1958 for the one-off costs and £185 per month as the ongoing cost.

PROPOSED: Cllr Vernon. SECONDED: Cllr I Wilson. All in favour.

### **11.2 Office Opening Hours: To consider the report and recommendations on proposed changes to office opening hours**

It was agreed to adopt the recommendations of the report:

- That the Town Council office be open to members of the public from 9am-2pm from Monday to Thursday.
- That the Town Council office be closed to members of the public on Fridays

PROPOSED: Cllr Vernon. SECONDED: Cllr V Wilson. All in favour.

### **11.3 New Website: To consider the quotes received for a new council website**

It was agreed to commission Aubergine to design and the host the new Town Council website, at a cost of £899 + VAT for the first year, and £399 + VAT per annum from year two onwards.

The Town Clerk & RFO would circulate examples of Aubergine produced websites to all councillors.

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

### **11.3 Payroll Provider: To consider quotes received for payroll provider**

It was agreed to appoint DM Payroll Services as the council's payroll provider from 1<sup>st</sup> April 2026, at a cost of £488 + VAT per annum and a £100 set-up fee.

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

## **Item 12: Council Budget for 2026-2027**

### **12.1 Budget: To consider the draft budget for the 2026-2027 financial year**

The Chairman reported that the consideration of the draft budget would be deferred to be considered at an extraordinary Full Council meeting on the 16<sup>th</sup> February.

**12.2 Precept: To agree the precept requirement for the 2026-2027 financial year**

The precept was deferred as above.

**Item 13: Local Government Re-organisation Working Group: To agree actions arising from the LGR Working Group relating to the forthcoming Local Government Re-organisation**

The Terms of Reference for the Local Government Reorganisation Working Group were approved.

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

**Item 14: Motion from Cllr Linden – Town of Culture 2028: To consider submitting an expression of interest form for the UK Town of Culture 2028**

It was agreed to explore the possibility of submitting a future Town of Culture bid with a feasibility study.

***The meeting closed at 8:47pm***

## Detailed Income &amp; Expenditure by Budget Heading 25/02/2026

Month No: 11

## Cost Centre Report

|                                       | Actual Last<br>Year | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent      | Transfer<br>to/from EMR |
|---------------------------------------|---------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|-------------------------|
| <u>101 Admin</u>                      |                     |                        |                       |                          |                          |                    |              |                         |
| 1090 Interest Received                | 5                   | 0                      | 0                     | 0                        |                          |                    | 0.0%         |                         |
| 1100 KGV Recharge                     | 6,500               | (13,000)               | 0                     | 13,000                   |                          |                    | 0.0%         |                         |
| Admin :- Income                       | <b>6,505</b>        | <b>(13,000)</b>        | <b>0</b>              | <b>13,000</b>            |                          |                    |              | <b>0</b>                |
| 4000 Audit                            | 1,940               | (500)                  | 1,950                 | 2,450                    |                          | 2,450              | (25.6%)      |                         |
| 4009 Past Chairman's Badges           | 0                   | 0                      | 500                   | 500                      |                          | 500                | 0.0%         |                         |
| 4010 Elections                        | 37,153              | 7,998                  | 16,500                | 8,502                    |                          | 8,502              | 48.5%        |                         |
| 4020 Admin General                    | 617                 | 303                    | 1,900                 | 1,597                    |                          | 1,597              | 15.9%        |                         |
| 4030 Grants                           | 10,700              | 15,500                 | 7,500                 | (8,000)                  |                          | (8,000)            | 206.7%       | 15,500                  |
| 4040 Insurance                        | 7,725               | 8,558                  | 7,900                 | (658)                    |                          | (658)              | 108.3%       |                         |
| 4050 Legal Fees                       | 607                 | 0                      | 2,000                 | 2,000                    |                          | 2,000              | 0.0%         |                         |
| 4059 Training Staff                   | 185                 | 36                     | 600                   | 564                      |                          | 564                | 6.0%         |                         |
| 4060 Training Cllr                    | 4,045               | 70                     | 2,000                 | 1,930                    |                          | 1,930              | 3.5%         |                         |
| 4061 Travel/Expenses                  | 99                  | 45                     | 250                   | 205                      |                          | 205                | 18.2%        |                         |
| 4065 Chairman's Allowance             | 5                   | 0                      | 100                   | 100                      |                          | 100                | 0.0%         |                         |
| 4070 Civic Fund                       | 70                  | 0                      | 0                     | 0                        |                          | 0                  | 0.0%         |                         |
| 4075 Members' Allowances              | 22,835              | 28,006                 | 29,325                | 1,319                    |                          | 1,319              | 95.5%        |                         |
| 4076 DO NOT USE                       | 4,458               | 0                      | 0                     | 0                        |                          | 0                  | 0.0%         |                         |
| 4080 Office Equipment                 | 0                   | 0                      | 1,200                 | 1,200                    |                          | 1,200              | 0.0%         |                         |
| 4095 Phone/website/email              | 3,601               | 3,135                  | 4,200                 | 1,065                    |                          | 1,065              | 74.6%        |                         |
| 4096 IT Rialtas                       | 4,334               | 3,569                  | 4,300                 | 731                      |                          | 731                | 83.0%        |                         |
| 4097 IT Support Fees (Non-Rialtas)    | 5,615               | 7,528                  | 5,150                 | (2,378)                  |                          | (2,378)            | 146.2%       | 1,162                   |
| 4098 Bank & Payroll Fees              | 1,971               | 1,102                  | 1,500                 | 398                      |                          | 398                | 73.4%        |                         |
| 4100 Post                             | 1,168               | 866                    | 1,150                 | 284                      |                          | 284                | 75.3%        |                         |
| 4105 Photocopier                      | 1,149               | 418                    | 1,200                 | 782                      |                          | 782                | 34.8%        |                         |
| 4106 Stationery                       | 908                 | 666                    | 850                   | 184                      |                          | 184                | 78.4%        |                         |
| 4110 Subscriptions                    | 2,646               | 3,042                  | 3,500                 | 458                      |                          | 458                | 86.9%        |                         |
| 4115 Advertising                      | 550                 | 520                    | 850                   | 330                      |                          | 330                | 61.2%        |                         |
| 4203 Eye Tests                        | 280                 | 0                      | 150                   | 150                      |                          | 150                | 0.0%         |                         |
| 4999 Prior Year Adjustments           | 0                   | 0                      | 53,923                | 53,923                   |                          | 53,923             | 0.0%         |                         |
| Admin :- Indirect Expenditure         | <b>112,661</b>      | <b>80,862</b>          | <b>148,498</b>        | <b>67,636</b>            | <b>0</b>                 | <b>67,636</b>      | <b>54.5%</b> | <b>16,662</b>           |
| <b>Net Income over Expenditure</b>    | <b>(106,156)</b>    | <b>(93,862)</b>        | <b>(148,498)</b>      | <b>(54,636)</b>          |                          |                    |              |                         |
| 6000 plus Transfer from EMR           | 17,900              | 16,662                 | 0                     | (16,662)                 |                          |                    |              |                         |
| <b>Movement to/(from) Gen Reserve</b> | <b>(88,256)</b>     | <b>(77,200)</b>        | <b>(148,498)</b>      | <b>(71,298)</b>          |                          |                    |              |                         |
| <u>102 Premises</u>                   |                     |                        |                       |                          |                          |                    |              |                         |
| 4160 Cleaning                         | 3,401               | 3,183                  | 3,500                 | 317                      |                          | 317                | 91.0%        |                         |
| 4165 Council Tax (Office)             | 6,196               | 5,957                  | 6,000                 | 43                       |                          | 43                 | 99.3%        |                         |

## Detailed Income &amp; Expenditure by Budget Heading 25/02/2026

Month No: 11

## Cost Centre Report

|                                    | Actual Last<br>Year | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent        | Transfer<br>to/from EMR |
|------------------------------------|---------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|----------------|-------------------------|
| 4170 Maintenance/Repairs/Equipment | 3,745               | 2,860                  | 4,000                 | 1,140                    |                          | 1,140              | 71.5%          |                         |
| 4180 Utilities                     | 14,240              | 16,178                 | 12,000                | (4,178)                  |                          | (4,178)            | 134.8%         |                         |
| Premises :- Indirect Expenditure   | <b>27,582</b>       | <b>28,178</b>          | <b>25,500</b>         | <b>(2,678)</b>           | <b>0</b>                 | <b>(2,678)</b>     | <b>110.5%</b>  | <b>0</b>                |
| <b>Net Expenditure</b>             | <b>(27,582)</b>     | <b>(28,178)</b>        | <b>(25,500)</b>       | <b>2,678</b>             |                          |                    |                |                         |
| <b>103 Personnel</b>               |                     |                        |                       |                          |                          |                    |                |                         |
| 4025 HR Support / Work Nest        | 2,962               | 3,750                  | 3,500                 | (250)                    |                          | (250)              | 107.1%         |                         |
| 4200 Salaries                      | 117,104             | 70,523                 | 158,962               | 88,439                   |                          | 88,439             | 44.4%          |                         |
| 4201 Employer Pension              | 47,705              | 24,505                 | 39,922                | 15,417                   |                          | 15,417             | 61.4%          |                         |
| 4202 Employer NIC                  | 44,798              | 29,231                 | 21,844                | (7,387)                  |                          | (7,387)            | 133.8%         |                         |
| 4204 Locum/Temp Staff              | 2,133               | 0                      | 0                     | 0                        |                          | 0                  | 0.0%           |                         |
| Personnel :- Indirect Expenditure  | <b>214,702</b>      | <b>128,008</b>         | <b>224,228</b>        | <b>96,220</b>            | <b>0</b>                 | <b>96,220</b>      | <b>57.1%</b>   | <b>0</b>                |
| <b>Net Expenditure</b>             | <b>(214,702)</b>    | <b>(128,008)</b>       | <b>(224,228)</b>      | <b>(96,220)</b>          |                          |                    |                |                         |
| <b>104 Loans</b>                   |                     |                        |                       |                          |                          |                    |                |                         |
| 4120 PWLB - Pavilion               | 24,123              | 11,698                 | 25,000                | 13,303                   |                          | 13,303             | 46.8%          |                         |
| Loans :- Indirect Expenditure      | <b>24,123</b>       | <b>11,698</b>          | <b>25,000</b>         | <b>13,303</b>            | <b>0</b>                 | <b>13,303</b>      | <b>46.8%</b>   | <b>0</b>                |
| <b>Net Expenditure</b>             | <b>(24,123)</b>     | <b>(11,698)</b>        | <b>(25,000)</b>       | <b>(13,303)</b>          |                          |                    |                |                         |
| <b>105 Tenancies</b>               |                     |                        |                       |                          |                          |                    |                |                         |
| 1010 Lease Income                  | 250                 | 0                      | 250                   | 250                      |                          |                    | 0.0%           |                         |
| Tenancies :- Income                | <b>250</b>          | <b>0</b>               | <b>250</b>            | <b>250</b>               |                          |                    | <b>0.0%</b>    | <b>0</b>                |
| 4150 Office Rent                   | 11,000              | 0                      | 11,000                | 11,000                   |                          | 11,000             | 0.0%           |                         |
| Tenancies :- Indirect Expenditure  | <b>11,000</b>       | <b>0</b>               | <b>11,000</b>         | <b>11,000</b>            | <b>0</b>                 | <b>11,000</b>      | <b>0.0%</b>    | <b>0</b>                |
| <b>Net Income over Expenditure</b> | <b>(10,750)</b>     | <b>0</b>               | <b>(10,750)</b>       | <b>(10,750)</b>          |                          |                    |                |                         |
| <b>106 Finance</b>                 |                     |                        |                       |                          |                          |                    |                |                         |
| 1076 Precept                       | 473,405             | 672,095                | 0                     | (672,095)                |                          |                    | 0.0%           |                         |
| 1090 Interest Received             | 10,733              | 4,428                  | 6,800                 | 2,372                    |                          |                    | 65.1%          |                         |
| 1900 Miscellaneous Income          | 0                   | 4                      | 0                     | (4)                      |                          |                    | 0.0%           |                         |
| Finance :- Income                  | <b>484,138</b>      | <b>676,528</b>         | <b>6,800</b>          | <b>(669,728)</b>         |                          |                    | <b>9948.9%</b> | <b>0</b>                |
| 4801 VAT Underpayment              | 200                 | 0                      | 0                     | 0                        |                          | 0                  | 0.0%           |                         |
| 4998 Future Projects               | 0                   | 0                      | 1                     | 1                        |                          | 1                  | 0.0%           |                         |
| Finance :- Indirect Expenditure    | <b>200</b>          | <b>0</b>               | <b>1</b>              | <b>1</b>                 | <b>0</b>                 | <b>1</b>           | <b>0.0%</b>    | <b>0</b>                |
| <b>Net Income over Expenditure</b> | <b>483,938</b>      | <b>676,528</b>         | <b>6,799</b>          | <b>(669,729)</b>         |                          |                    |                |                         |

## Detailed Income &amp; Expenditure by Budget Heading 25/02/2026

Month No: 11

## Cost Centre Report

|                                       | Actual Last<br>Year | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent      | Transfer<br>to/from EMR |
|---------------------------------------|---------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|-------------------------|
| <b>201 Allotments</b>                 |                     |                        |                       |                          |                          |                    |              |                         |
| 1010 Lease Income                     | 0                   | (10)                   | 0                     | 10                       |                          |                    | 0.0%         |                         |
| 1020 Allotment Rents                  | 7,308               | 4,838                  | 5,000                 | 162                      |                          |                    | 96.8%        |                         |
| 1024 Allotment Plot dep retained      | 30                  | 0                      | 0                     | 0                        |                          |                    | 0.0%         |                         |
| Allotments :- Income                  | <b>7,338</b>        | <b>4,828</b>           | <b>5,000</b>          | <b>172</b>               |                          |                    | <b>96.6%</b> | <b>0</b>                |
| 4250 Allotments General (EXP)         | 1,818               | 2,960                  | 5,500                 | 2,540                    |                          | 2,540              | 53.8%        |                         |
| Allotments :- Indirect Expenditure    | <b>1,818</b>        | <b>2,960</b>           | <b>5,500</b>          | <b>2,540</b>             | <b>0</b>                 | <b>2,540</b>       | <b>53.8%</b> | <b>0</b>                |
| <b>Net Income over Expenditure</b>    | <b>5,520</b>        | <b>1,867</b>           | <b>(500)</b>          | <b>(2,367)</b>           |                          |                    |              |                         |
| <b>202 Open Spaces</b>                |                     |                        |                       |                          |                          |                    |              |                         |
| 1010 Lease Income                     | 0                   | 200                    | 0                     | (200)                    |                          |                    | 0.0%         |                         |
| 1030 Grants Received                  | 4,874               | 10,812                 | 0                     | (10,812)                 |                          |                    | 0.0%         |                         |
| 1900 Miscellaneous Income             | 200                 | 0                      | 0                     | 0                        |                          |                    | 0.0%         |                         |
| Open Spaces :- Income                 | <b>5,074</b>        | <b>11,012</b>          | <b>0</b>              | <b>(11,012)</b>          |                          |                    |              | <b>0</b>                |
| 4249 Lower Wyburns                    | 6,692               | 6,083                  | 8,500                 | 2,417                    |                          | 2,417              | 71.6%        |                         |
| 4260 Rayleigh in Bloom& AIB           | 0                   | 0                      | 1,500                 | 1,500                    |                          | 1,500              | 0.0%         |                         |
| 4427 John Fisher                      | 15,089              | 21,467                 | 30,600                | 9,133                    |                          | 9,133              | 70.2%        |                         |
| Open Spaces :- Indirect Expenditure   | <b>21,780</b>       | <b>27,550</b>          | <b>40,600</b>         | <b>13,050</b>            | <b>0</b>                 | <b>13,050</b>      | <b>67.9%</b> | <b>0</b>                |
| <b>Net Income over Expenditure</b>    | <b>(16,706)</b>     | <b>(16,538)</b>        | <b>(40,600)</b>       | <b>(24,062)</b>          |                          |                    |              |                         |
| 6000 plus Transfer from EMR           | 5,330               | 0                      | 0                     | 0                        |                          |                    |              |                         |
| <b>Movement to/(from) Gen Reserve</b> | <b>(11,377)</b>     | <b>(16,538)</b>        | <b>(40,600)</b>       | <b>(24,062)</b>          |                          |                    |              |                         |
| <b>203 Communities</b>                |                     |                        |                       |                          |                          |                    |              |                         |
| 1040 Sponsorship - Floral             | 2,364               | 1,921                  | 2,274                 | 353                      |                          |                    | 84.5%        |                         |
| 1041 Sponsorship - Xmas               | 5,670               | 5,650                  | 1,740                 | (3,910)                  |                          |                    | 324.7%       |                         |
| 1043 Christmas Event Stalls           | 1,223               | 1,146                  | 1,168                 | 22                       |                          |                    | 98.1%        |                         |
| 1048 Market Rent                      | 24,866              | 11,345                 | 22,500                | 11,155                   |                          |                    | 50.4%        |                         |
| 1049 Trinity Fair                     | 750                 | 2,340                  | 750                   | (1,590)                  |                          |                    | 312.0%       |                         |
| Communities :- Income                 | <b>34,872</b>       | <b>22,402</b>          | <b>28,432</b>         | <b>6,030</b>             |                          |                    | <b>78.8%</b> | <b>0</b>                |
| 4323 Do not use                       | 40                  | 0                      | 0                     | 0                        |                          | 0                  | 0.0%         |                         |
| Communities :- Direct Expenditure     | <b>40</b>           | <b>0</b>               | <b>0</b>              | <b>0</b>                 | <b>0</b>                 | <b>0</b>           |              | <b>0</b>                |
| 4260 Rayleigh in Bloom& AIB           | 215                 | 141                    | 1,020                 | 879                      |                          | 879                | 13.8%        |                         |
| 4265 Bus Shelters (EXP)               | 1,073               | 792                    | 1,250                 | 458                      |                          | 458                | 63.4%        |                         |
| 4270 CCTV                             | 0                   | 0                      | 4,800                 | 4,800                    |                          | 4,800              | 0.0%         |                         |
| 4271 Community Safety                 | 2,750               | 0                      | 1,000                 | 1,000                    |                          | 1,000              | 0.0%         |                         |
| 4275 Christmas LIGHTS                 | 27,911              | 31,242                 | 28,000                | (3,242)                  |                          | (3,242)            | 111.6%       |                         |

## Detailed Income &amp; Expenditure by Budget Heading 25/02/2026

Month No: 11

## Cost Centre Report

|  | Actual Last<br>Year | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent      | Transfer<br>to/from EMR |
|--|---------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|-------------------------|
| 4277 Market - High Street                                  | 2,473               | 2,234                  | 3,000                 | 767                      |                          | 767                | 74.5%        |                         |
| 4278 Rayleigh Town Museum                                  | 15,500              | 11,625                 | 15,500                | 3,875                    |                          | 3,875              | 75.0%        |                         |
| 4280 Floral Displays & Rose/shrubs                         | 29,548              | 22,995                 | 28,000                | 5,005                    |                          | 5,005              | 82.1%        |                         |
| 4285 Rose/Shrub Beds                                       | 428                 | 3,564                  | 3,800                 | 236                      |                          | 236                | 93.8%        |                         |
| 4289 Remembrance Day                                       | 2,928               | 3,730                  | 3,800                 | 70                       |                          | 70                 | 98.2%        |                         |
| 4290 Phone boxes - Cleaning                                | 330                 | 396                    | 150                   | (246)                    |                          | (246)              | 264.0%       |                         |
| 4295 Christmas EVENT                                       | 11,757              | 10,328                 | 15,000                | 4,672                    |                          | 4,672              | 68.9%        |                         |
| 4296 Trinity Fair  | 10,565              | 10,018                 | 10,500                | 482                      |                          | 482                | 95.4%        |                         |
| 4297 Events misc   | 127                 | 1,552                  | 1,800                 | 248                      |                          | 248                | 86.2%        |                         |
| 4300 Street Lights   | 198                 | 0                      | 500                   | 500                      |                          | 500                | 0.0%         |                         |
| 4310 Town Clock  | 216                 | 519                    | 480                   | (39)                     |                          | (39)               | 108.0%       |                         |
| 4321 Crucial Crew  | 0                   | 0                      | 250                   | 250                      |                          | 250                | 0.0%         |                         |
| 4324 Dementia Friendly Town                                | 620                 | 293                    | 1,000                 | 707                      |                          | 707                | 29.3%        | 195                     |
| 4330 Town Centre Improvements                              | 22,710              | 338                    | 1,500                 | 1,162                    |                          | 1,162              | 22.6%        |                         |
| 4340 Crown Hill Toilets                                    | 18,139              | 16,501                 | 22,500                | 5,999                    |                          | 5,999              | 73.3%        |                         |
| <b>Communities :- Indirect Expenditure</b>                 | <b>147,487</b>      | <b>116,269</b>         | <b>143,850</b>        | <b>27,581</b>            | <b>0</b>                 | <b>27,581</b>      | <b>80.8%</b> | <b>195</b>              |
| <b>Net Income over Expenditure</b>                         | <b>(112,655)</b>    | <b>(93,866)</b>        | <b>(115,418)</b>      | <b>(21,552)</b>          |                          |                    |              |                         |
| 6000 plus Transfer from EMR                                | 25,328              | 195                    | 0                     | (195)                    |                          |                    |              |                         |
| <b>Movement to/(from) Gen Reserve</b>                      | <b>(87,327)</b>     | <b>(93,672)</b>        | <b>(115,418)</b>      | <b>(21,746)</b>          |                          |                    |              |                         |
| <u>301 King George V Playing Field</u>                     |                     |                        |                       |                          |                          |                    |              |                         |
| 1018 KGV General   | 32                  | 120                    | 0                     | (120)                    |                          |                    | 0.0%         |                         |
| 1030 Grants Received                                       | 500                 | 0                      | 0                     | 0                        |                          |                    | 0.0%         |                         |
| <b>King George V Playing Field :- Income</b>               | <b>532</b>          | <b>120</b>             | <b>0</b>              | <b>(120)</b>             |                          |                    |              | <b>0</b>                |
| 4400 KGV Grounds Maintenance                               | 70,057              | 80,295                 | 80,000                | (295)                    |                          | (295)              | 100.4%       |                         |
| 4405 General KGV Playing Field                             | 7,064               | 6,119                  | 4,000                 | (2,119)                  |                          | (2,119)            | 153.0%       |                         |
| 4406 Defib, pads etc                                       | 135                 | 270                    | 0                     | (270)                    |                          | (270)              | 0.0%         |                         |
| 4415 Play Equipment Repairs                                | 1,970               | 1,018                  | 2,200                 | 1,182                    |                          | 1,182              | 46.3%        |                         |
| 4416 Outdoor Gym   | 0                   | 0                      | 500                   | 500                      |                          | 500                | 0.0%         |                         |
| 4420 Utilities - King George V                             | 126                 | 31                     | 700                   | 669                      |                          | 669                | 4.4%         |                         |
| 4425 Skate Park  | 0                   | 0                      | 500                   | 500                      |                          | 500                | 0.0%         |                         |
| 4430 Toilets - Pavilion                                    | 561                 | 0                      | 1,500                 | 1,500                    |                          | 1,500              | 0.0%         |                         |
| <b>King George V Playing Field :- Indirect Expenditure</b> | <b>79,913</b>       | <b>87,733</b>          | <b>89,400</b>         | <b>1,667</b>             | <b>0</b>                 | <b>1,667</b>       | <b>98.1%</b> | <b>0</b>                |
| <b>Net Income over Expenditure</b>                         | <b>(79,381)</b>     | <b>(87,613)</b>        | <b>(89,400)</b>       | <b>(1,787)</b>           |                          |                    |              |                         |
| 6000 plus Transfer from EMR                                | 3,184               | 0                      | 0                     | 0                        |                          |                    |              |                         |
| 6001 less Transfer to EMR                                  | 500                 | 0                      | 0                     | 0                        |                          |                    |              |                         |
| <b>Movement to/(from) Gen Reserve</b>                      | <b>(76,697)</b>     | <b>(87,613)</b>        | <b>(89,400)</b>       | <b>(1,787)</b>           |                          |                    |              |                         |

## Detailed Income &amp; Expenditure by Budget Heading 25/02/2026

Month No: 11

## Cost Centre Report

|   | Actual Last<br>Year | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent        | Transfer<br>to/from EMR |
|---|---------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|----------------|-------------------------|
| <b>401 King George's Trust</b>              |                     |                        |                       |                          |                          |                    |                |                         |
| 1014 Bowls Club Rent Received               | 1,900               | 0                      | 0                     | 0                        |                          |                    | 0.0%           |                         |
| 1100 KGV Recharge                           | 0                   | 0                      | 6,500                 | 6,500                    |                          |                    | 0.0%           |                         |
| King George's Trust :- Income               | <b>1,900</b>        | <b>0</b>               | <b>6,500</b>          | <b>6,500</b>             |                          |                    | <b>0.0%</b>    | <b>0</b>                |
| 4466 Snack Bar                              | 0                   | 2,321                  | 500                   | (1,821)                  |                          | (1,821)            | 464.1%         |                         |
| 4467 Youth Service Sessions                 | 4,908               | 5,400                  | 5,000                 | (400)                    |                          | (400)              | 108.0%         |                         |
| King George's Trust :- Indirect Expenditure | <b>4,908</b>        | <b>7,721</b>           | <b>5,500</b>          | <b>(2,221)</b>           | <b>0</b>                 | <b>(2,221)</b>     | <b>140.4%</b>  | <b>0</b>                |
| <b>Net Income over Expenditure</b>          | <b>(3,008)</b>      | <b>(7,721)</b>         | <b>1,000</b>          | <b>8,721</b>             |                          |                    |                |                         |
| <b>Grand Totals:- Income</b>                | <b>540,609</b>      | <b>701,890</b>         | <b>46,982</b>         | <b>(654,908)</b>         |                          |                    | <b>1494.0%</b> |                         |
| <b>Expenditure</b>                          | <b>646,214</b>      | <b>490,977</b>         | <b>719,077</b>        | <b>228,100</b>           | <b>0</b>                 | <b>228,100</b>     | <b>68.3%</b>   |                         |
| <b>Net Income over Expenditure</b>          | <b>(105,605)</b>    | <b>210,913</b>         | <b>(672,095)</b>      | <b>(883,008)</b>         |                          |                    |                |                         |
| plus Transfer from EMR                      | 51,742              | 16,857                 | 0                     | (16,857)                 |                          |                    |                |                         |
| less Transfer to EMR                        | 500                 | 0                      | 0                     | 0                        |                          |                    |                |                         |
| <b>Movement to/(from) Gen Reserve</b>       | <b>(54,363)</b>     | <b>227,769</b>         | <b>(672,095)</b>      | <b>(899,864)</b>         |                          |                    |                |                         |

## Section 3 – External Auditor’s Report and Certificate 2024/25

In respect of **Rayleigh Town Council– EX0202**

### 1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2025; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

### 2 External auditor’s limited assurance opinion 2024/25

Except for the matters reported below, on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

The AGAR was not accurately completed before submission for review. Please ensure that amendments are corrected in the prior year comparatives when completing next year’s AGAR.:

- Trust fund transactions and balances have not been excluded from the figures in Section 2. This is consistent with the ‘No’ response to Section 2, Box 11b.
- Credit card balances have been incorrectly included in Section 2, Box 8.
- Information received from the smaller authority indicates that not all assets purchased have been included in Section 2, Box 9.

Other matters not affecting our opinion which we draw to the attention of the authority:

The smaller authority has confirmed that it has not complied with the governance Assertions in Section 1, Boxes 5 and 9, but it has provided the appointed auditor with an adequate explanation for non-compliance and details of the actions necessary to address weaknesses identified. This is consistent with the internal auditors ‘No’ responses to internal control objectives C and O.

The smaller authority has not provided an adequate explanation for a query regarding the reconciliation between Boxes 7 and 8 of Section 2.

### 3 External auditor certificate 2024/25

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2025.

External Auditor Name

**PKF LITTLEJOHN LLP**

External Auditor Signature

PKF Littlejohn LLP

Date

27/09/2025

## NEW COUNCILLORS TRAINING DAY

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### MORNING

What is a Parish Council, how does it work and what does it do?

Roles and responsibilities within the Parish Council

Members' Code of Conduct, declarations of interest and pre-determination

Committees, sub-committees and working groups

Agenda, meetings and minutes

How the Parish Council is financed and how the money is spent

---

### LUNCH

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### AFTERNOON

We hold our own Council meeting

Wrap up question and answer session



## QUOTATION

### **Rayleigh, Town Centre - Clock Annual Service Agreement 2026**

To make one visit each year to inspect, clean, adjust and lubricate all normally accessible parts of the clock system and associated equipment.

The three-year term offer to service the clock in 2026-2028 inclusive, offered at a discount in exchange for payment in advance and ensuring there are no price increases during the term of the offer will cost £809 net plus vat.

The cost to revert to annual payment will be £284 net plus vat this year, payable following our attendance and subject to annual increases.

Also, after notification of a breakdown or stoppage to attend as soon as possible to correct the fault, but to exclude faults caused by normal wear and tear, misuse, neglect, failure of power supply, vandalism or other circumstances beyond our control, and the provision and fitting of new parts other than those mentioned above. A call-out charge is £180 net plus VAT to cover engineer's time on site and travelling costs.

**Please note that this quotation is offered subject to our standard Terms and Conditions enclosed.**

- ◆ The above quotation is submitted on the understanding that our clockmakers can gain safe access to the clock system during normal working hours, the provision of special access equipment above two meters is excluded.
- ◆ Prior to attending to service the clock if there is a telephone mast, we would ask that arrangements are made to switch the mast off to enable our Clockmaker to carry out the annual service. Our Clockmaker will not be able to service the clock if the mobile telephone mast has not been switched off and a charge may be applied for an aborted visit.
- ◆ No official form of contract is exchanged and this quotation together with your letter of acceptance is considered sufficiently binding.
- ◆ This offer remains current for a period of 6 weeks
- ◆ Our offer to service the clock system is on the understanding that it is in reasonable working order. If it is found on our visit that additional repair work is required over and above the routine servicing, we will report back to you immediately with details of the extra work required and their likely costs.
- ◆ Smith of Derby Ltd take GDPR seriously and hold personal information relating to all data subjects in the highest regard. For more information, please see our Privacy Policy on our website.
- ◆ This agreement can be terminated by either party giving one months' notice

## Estimate for Further Works

Estimate No: 338271a

|                      |                       |                       |   |
|----------------------|-----------------------|-----------------------|---|
| <b>CLIENT NAME</b>   | Rayleigh Town Council | <b>SITE</b>           | Rayleigh Town Council   |
| <b>SERVICE TYPE</b>  | Festive Lighting      | <b>SITE ADDRESS</b>   | Rayleigh Town Council<br>The Pavilion<br>King George V Playing Field<br>Bull Lane<br>Rayleigh<br>Essex<br>SS6 8JD |
| <b>CASE REF</b>      | 74597                 | <b>CLIENT CONTACT</b> | Karen Gaiger  |
| <b>ESTIMATE DATE</b> | 21/01/2026            | <b>CLIENT EMAIL</b>   | karen.gaiger@rayleightowncouncil.gov.uk   |
| <b>PREPARED BY</b>   | Louise Bullman        | <b>CLIENT PHONE</b>   |   |
| <b>VALID FOR</b>     | 30 Days               |                       |   |
| <b>LEAD TIME</b>     | 14 Days               |                       |   |

### Cost of Recommended Works

exc. VAT

ESTIMATE TOTAL

£3,293.75

### Why Are These Works Required?

| REASON FOR THE ESTIMATE | ORIGINAL JOB NUMBER | DATE OF ORIGINAL ATTENDANCE |
|-------------------------|---------------------|-----------------------------|
| EICR                    | N/A                 | N/A                         |

| H&S Risk | Business Critical | Statutory Requirement | Breach of Legislation | Compliance Issue | Pollution Risk | Equipment non-operational | Requested by Site | Other   |
|----------|-------------------|-----------------------|-----------------------|------------------|----------------|---------------------------|-------------------|---|
|          |                   |                       |                       |                  |                |                           |                   |  |

### DESCRIPTION OF ISSUES THAT HAVE BEEN IDENTIFIED

To carry out an annual electrical testing for Festive Lighting 2026 Should the report highlight the need for any remedial work then an estimate of costs will be generated automatically.

All works will be carried out outside of normal working hours.

It is assumed that the existing electrical installation complies with all current regulations.

Should the above-mentioned investigations identify the need for additional remedial works and any associated costs, we will advise prior to proceeding.

Clear and unrestricted access will be required in order to carry out the works.

The price is based on a total of four (4) nights, using a two-man team and a MEWP. All work is guaranteed and carried out in accordance with the current edition of The Requirements for Electrical Installations BS 7671:2018+A3:2024.

All work is guaranteed and carried out in accordance with the current edition of The Requirements for Electrical Installations BS 7671:2018+A3:2024.

All the Festive electrical circuits must comply with BS 7671:2018+A3:2024.

Additionally, all lamp columns must be protected by a 30mA RCD and a suitable fuse at the point of origin.

This annual testing is enforced under ILP Institution of Lighting Professional guidance. Conducting the test ensures the system remains safe for the public, reliable, and fully compliant for the festive lighting installation.

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## Summary of Recommended Works

### DESCRIPTION OF WORKS TO BE UNDERTAKEN

Conduct an Electrical Installation Condition Report (EICR) and issue the resulting certificate confirming the findings.

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RE: CCTV Quote - Rayleigh Town Council

From Gavin <gavin@prestigesecurity.co.uk>

Date Fri 20/02/2026 1:59 PM

To Clerk - Rayleigh Town Council <clerk@rayleightowncouncil.gov.uk>; Debbie Roberts <Debbie@prestigesecurity.co.uk>; Info <info@prestigesecurity.co.uk>

Cc Louis <Louis@prestigesecurity.co.uk>

Shaun.

Please see below

**High-Definition CCTV system -**

CCTV Upgrade –

**Cameras & Locations.**

1. Ground Floor internal staircase lobby
2. Main entrance external elevation above door
3. Outside Public Toilet Male W/C viewing back towards entry doors
4. Front LHS corner Viewing Main Entry gate
5. Front LHS corner High Level Viewing General toilet entrance area
6. Changing rooms entry gate
7. Outside changing rooms LHS
8. Outside changing rooms RHS
9. Outside Bowles club Above Pedestrian entry gate
10. Far end of building – Bowles club entry to clubhouse
11. Far end of building – Bowles club entry to carpark
12. Main Bowling green General view – located on the end of the main building
13. Groundsman Shed – Viewing Bowles entry gate
14. Groundsman Shed – Viewing outside roller shutters
15. Groundsman Shed – Viewing towards entry road and general car park/Skate Park
16. Groundsman Shed – Viewing Car park general view

Note –

- All cameras to have new cabling
- All cameras to be Hikvision 4mp High definition – Vandal proof. 2.8mm Darkfighter Acu-sense cameras.



**Control equipment – located in existing secure cabinet in office**

- 1 x Hikvision 16 x channel 8TB K-series CCTV NVR 8TB 30 days recording
- 1 x 22inch Hikvision CCTV monitor
- 1 x Wireless USB Mouse
- 1 x Tipo Link wireless Sender & Receiver tenable the remote Groundsman team building to have wireless cameras
- 1 x 8 port POE switch
- 1 x 4 port POE switch
- 1 x Cat5e Cable connection to internet router to allow for remote viewing via smart phones
- 10 x CCTV compliance & warning signs locate around the buildings
- 1 x SSAIB Certificate of compliance
- 2 x year parts & labour warranty

**Total cost - £11,280 plus vat**



**HIKVISION**

**DS-7616NXI-K2/16P  
AcuSense NVR**

**Key Feature**

- Up to 16-ch IP camera inputs, plug & play with 16 power-over-Ethernet (PoE) interfaces
- H.265+/H.265/H.264+/H.264 video formats
- Up to 2-ch@12 MP or 3-ch@8 MP or 6-ch@4 MP or 12-ch@1080p decoding capacity
- Up to 160 Mbps incoming bandwidth
- Adopt Hikvision Acusense technology to minimize manual effort and security costs



**Gavin Wolstenholme**

Director

**Phone:** 01474 874929

**Email:** [gavin@prestigesecurity.co.uk](mailto:gavin@prestigesecurity.co.uk)

**Address:** Unit 2c Beechcroft Ind Est, Chapel Wood Road  
Ash, Sevenoaks, Kent, TN15 7HX

**Web:** [www.prestigesecuritysystems.co.uk](http://www.prestigesecuritysystems.co.uk)



HOW DID YOU RATE OUR SERVICE? PLEASE LEAVE A REVIEW OR SCAN THE QR CODE ABOVE <https://g.page/r/CXHOSkkLWY8vEAl/review>



**PRESTIGE**  
SECURITY SYSTEMS



**From:** Gavin

**Sent:** 20 February 2026 11:25

**To:** Clerk - Rayleigh Town Council <clerk@rayleightowncouncil.gov.uk>; Debbie Roberts <Debbie@prestigesecurity.co.uk>; Info <info@prestigesecurity.co.uk>

**Cc:** Louis <Louis@prestigesecurity.co.uk>

**Subject:** RE: CCTV Quote - Rayleigh Town Council

Morning Shaun.

Sorry for the delay here.

Are available for a quick chat on the phone regarding the New CCTV proposal?

**Gavin Wolstenholme**



## Rayleigh Town Council

The Pavilion, King George V Playing Field, Rayleigh, SS6 8JD

[www.rayleightowncouncil.gov.uk](http://www.rayleightowncouncil.gov.uk)

|   |  |
|---|--|
| <b>Agenda Item</b>  | 11.4   |
| <b>Meeting Date</b>   | 2 March 2026   |
| <b>Report Title</b>   | Trinity Fair costs   |
| <b>Recommendation/s</b>   | <ol style="list-style-type: none"><li>1. To authorise the total costs related to Trinity Fair as scheduled below, a total spend of £8445 + VAT</li><li>2. To draw this expenditure from the 2026-27 Trinity Fair cost code</li></ol> |
| <b>Appendices to Report</b>   |  |
| <b>Prepared By</b>  | Shaun Fishenden PSLCC –<br>Town Clerk & RFO  |
| <b>Detailed Information</b>   |  |
| <p>A schedule of proposed costs is below -</p> <ul style="list-style-type: none"><li>• Road closure and advance warning Signs - Crown Barriers - £3,745</li><li>• Stage and PA/Technical services - £1,900</li><li>• Marquee for lost children - £250</li><li>• First Aid provision - £350</li><li>• Security (22 staff, 6 SIA and 16 Marshalls) - £2,100</li><li>• Stage Announcer - £100</li></ul> <p>All selected providers for the above meet the requirements of the Town Council, and Rochford District Council, ensuring we are compliant with SAG guidance.</p> |  |
| <b>Key Implications</b>   |  |
| <b>Financial</b>  | Adopting the recommendations of this report will have a financial implication of £8775. The Trinity Fair cost code for 26-27 has £10,750.00 allocated to it, leaving £1975.00 remaining if the recommendations are adopted.          |
| <b>Legislative and Policy</b>   | Adopting the recommendations of this report will ensure the Council is able to complete the Event Management Plan and remain compliant with SAG guidance   |
| <b>Equality Assessment</b>  | There are no Equality implications arising   |
| <b>Climate Change</b>   | There are no Climate Change implications arising   |

