



RAYLEIGH TOWN COUNCIL
The Pavilion, King George V Playing Field, Bull Lane,
Rayleigh, Essex, SS6 8JD
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10th June 2024

Dear Member,

You are hereby summoned to a meeting of the **Communities Committee** to be held on **Monday 17th June 2024 at 7.30pm** at The Pavilion, King George V Playing Field, Bull Lane, Rayleigh SS6 8JD, (entrance via Websters Way Car Park) for the transaction of business as set out below.

Yours sincerely,

A handwritten signature in black ink, appearing to be 'EK'.

Ms E Ketley
Town Clerk

Councillors: D Balding, E Brewer, N Gallop, N Knell, R Linden, B Newport, L Newport, M Sutton, M Vernon, V Wilson

AGENDA

- COM1/24 Election of Chairman for the Communities Committee**
To receive nominations for the Chairman of the Communities Committee for the ensuing municipal year.
- COM2/24 Election of Vice Chairman for the Communities Committee**
To receive nominations for the Vice Chairman of the Communities Committee for the ensuing municipal year.
- COM3/24 Apologies for Absence**
To be notified to the Town Clerk in advance
- COM4/24 Declaration of Interest**
Members to declare an interest for any item on this agenda only
- COM5/24 Substitutes**

COM6/24 Non-Committee Members Attendance

Public Forum

The meeting shall be adjourned for 15 minutes for members of the public to speak on matters relating to this agenda. A maximum of 2 minutes will be allowed per speaker

COM7/24 Approve the minutes of the Communities Meeting held on 15th April 2024

Members to approve the minutes of the Communities Meeting held on 15th April 2024 as a true record (attached).

COM8/24 Income and Expenditure and EMR Reports

Members to receive the income and expenditure reports and EMR Reports for the current year.

COM9/24 Rayleigh Market

Members to note that the current rent was increased from January 2024. The rents will be reviewed later this year and any increase applied from January 2025.

Following the election of the Communities Committee Chairman, a meeting will be arranged with Town Council staff to view the market on a Wednesday morning and the arrangements currently in place for operation.

COM10/24 Trinity Fair 2024

Members to note that the Trinity Fair was held on Sunday 9th June. A working group meeting will be held in due course to discuss arrangements for 2025.

The BTMK Colouring Competition winners were Grace Clarke, Joel Theobald and Oliver Everett.

COM11/24 Town Council owned Bus Shelters

Members to note that the following bus shelters noticeboard as currently updated by the following councillors and members to volunteer where there is a vacancy.

- i. 2 x Downhall Road
- ii. The Lavers
- iii. Hatfield Road
- iv. Cllr I Ward – Clarence Road/Grove Road and adjacent to 158 Grove Road
- v. Cllr R Lambourne – Grove Road/Ramparts

The Town Council office will be conducting a site visit of all shelters in order to assess the need for repainting or replacement noticeboard and to gain quotes.

COM12/24 Notice Boards

Members to note that Town Council notice boards are located at the following locations and are updated by the following members. Members to volunteer where there is a vacancy

- Cllr J Newport – Rawreth Asda
- London Road Parade Shops
- Cllr R Lambourne – The Chase Shops
- Hambro Parade Shops

Members to note that only information provided by the Town Council office should be displayed in any notice boards. These are not used to display agendas. The information displays should not be to promote any commercial business.

The Town Council office are responsible for the two notice board located in the High Street and on the Pavilion wall. These display the agenda for meetings. The agenda is also available on the Town Councils website.

Mr M Davies of Rayleigh Town Museum updates the notice board located at Rayleigh Station and the Town Council send him information to display.

COM13/24 Flowerbeds

a) Members to note that the following flowerbeds and Welcome to Rayleigh planter were maintained by a previous councillor. These now need to be maintained by a new member(s)

- Flowerbed adjacent to Holy Trinity Church (corner of Church Street)
- Flowerbed Websters Way (behind Barclays Bank) x 2 beds
- Welcome to Rayleigh Planter located on Hockley Road

b) Members to received correspondence from Rochford District Council regarding the flowerbed located on London Road and to make a recommendation to Full Council on whether they wish to take on the extra responsibility at this location,

COM14/24 Defibrillator for Ronald Drive/London Road Telephone Box

Members to note that the defibrillator for the telephone box at Ronald Drive/London Road junction has been ordered.

Cost is being received to install a bleed control kit in the same phone box as requested at a previous meeting. This purchase may be funded by ECC Councillor funding.

COM15/24 Inclusive Dementia Community

Members to receive a copy of the report provided by Cllr E Brewer

Motion: to draw on the grant funds from Sanctuary plus further funds from budget to prevent the closure of the Winter Cafe (Dementia Café).

Motion: to drawn on the grant funds and budget to hold a presentation of Inclusive Dementia Community to Rayleigh community by ECC or Alzheimer’s Society

COM16/24 Working Groups reporting to Communities Committee

Members to note the working groups that report to Communities will be discussed at the Full Council meeting to be held on 24th June. Once the members of these groups are known meetings can be arranged.

COM17/24 Working Plan

Members to consider and introduce a working plan for the Communities Committee

COM18/24 Footpath Representative

Members to receive a copy of the report provided by Mr M Davies

COM19/24 Rayleigh Town Museum

Members to note that the plaque for Rayleigh Primary School has been received and an unveiling will take place after the General Election.

Members to receive a copy of the report provided by Mr M Davies

