



RAYLEIGH TOWN COUNCIL
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Minutes of the **Communities Committee meeting** held on **Monday 19th June 2023 at 7.30pm** at the Pavilion, King George V Playing Field.

COM1/23 Election of Communities Committee Chairman

Cllr I Ward proposed, and Cllr R Dray seconded that Cllr C Roe be Communities Committee Chairman. There were no other nominations. All members present agreed.

RECOMMENDED that Cllr C Roe be chairman of the Communities Committee

COM2/23 Election of Communities Committee Vice Chairman

Cllr I Ward proposed, and Cllr R Dray seconded that Cllr J Sawford be Communities Committee Vice Chairman. There were no other nominations. All members present agreed.

RECOMMENDED that Cllr J Sawford be Vice Chairman of the Communities Committee.

COM3/23 Those present and apologies for absence.

Present: E Brewer, R Dray, R Milne, C Roe, B Smart, J Sawford, I Ward, D Mercer, and C Pavelin

Also in Attendance: Miss K Gaiger – Deputy Town Clerk

Mr M Davies – Rayleigh Town Museum

Apologies: R Lambourne, C Callis, E Callis, J Waight (due to substitute for R Lambourne)

COM4/23 Declarations of Interest

Cllrs I Ward, E Brewer and R Milne declared non-pecuniary interest in matters relating to Rochford District Council due to being members.

COM5/23 Public Forum

None present.

COM6/23 Substitutes

Cllr D Mercer for Cllr C Callis and Cllr C Pavelin for Cllr E Callis.

COM7/23 Non-Committee Members Attendance

None present.

COM8/23 RESOLVED all present agreed to approve and sign the minutes of the Communities Meeting held on 17th April 2023

COM9/23 Income and Expenditure

Members received the income and expenditure report and noted the contents.

RECOMMENDED that the above information be noted.

COM10/23 Rayleigh Market

The Wednesday market continues to trade without any problems. The following charities/organisations have attended or are booked to attend in the future.

Essex County Council – Health & Wellness Promotion – 19th July
Police – 6th September

The Town Council Chairman will have a stall at the market on Wednesday 12th July to raise funds and promote her charity of the year.

RECOMMENDED that the above information be noted.

COM11/23 Rayleigh in Bloom 2023

Members received a copy of the minutes for the Rayleigh in Bloom Working Group meeting held on 26th May 2023.

The Town and the King George V Playing Field have been entered into Anglia in Bloom 2023.

The Anglia in Bloom judges will visit on Wednesday 19th July and tour will commence at 10.00am.

Members noted that weeding sessions have commenced on a Sunday morning at 8.00am. The Town Council office will email all members and those that wish to assist will be added to the What's app group by Cllr Ward.

RECOMMENDED that the above information be noted.

COM12/23 Coronation of King Charles III – Saturday 6th May 2023

Members to note that the Coronation Picnic was held on Saturday 6th May 2023 in the King George V Playing Field to celebrate the Coronation of King Charles III. The event despite

the rain was attended by approximately 500 members of public. The flags and tote bags provided by Palmers Solicitors were very well received.

The Town Council was successful in receiving a grant from Rochford District Council of £1,000 towards this event.

Cllrs C Roe, D Mercer, D Belton, S Belton, I Ward, C Pavelin and 3 members of office staff assisted at the event.

RECOMMENDED that the above information be noted.

COM13/23 Trinity Fair 2023 – Sunday 11th June 2023

Members received a copy of minutes of the Trinity Fair Working Group meeting held on Wednesday 19th April 2023.

The Committee Chairman informed members that the Town Council had been informed that the Deputy Lord Lieutenant have visited the Trinity Fair with a friend, and they had all been very impressed with the event and not been to another event like it. Members also provided verbal report saying they had spoken to several people during the event who had travelled from outside of Essex to the fair.

Members noted Haddon Events do not and never have received any payment from the Town Council to assist in the organisation of this event. Haddon are a Rayleigh based company and due to their expertise in organising such events they arrange all the stalls, entertainment, vintage cars, rides, and arrange the event within the Mill Hall directly with Rochford District Council. The funds generated from stall holders/caterers is used towards their staff cost, provision of entertainment and running costs. The event is too large for the Town Council office to manage and organise.

Cllrs D Belton, S Belton, C Roe, D Mercer, R Milne, B Smart, J Waight, E Brewer, C Pavelin, R Dowell and 4 members of office staff assisted at the event.

A meeting will be held in due course to discuss improvements.

RECOMMENDED that the above information be noted.

COM14/23 Remembrance Parade and Service – Sunday 12th November 2023

The Deputy Town Clerk had a meeting with the Church Liaison officer on 19th June to catch up on arrangements for this year. Cllr Ward confirmed he had met with the Church Liaison officer regarding the cadet units for the parade.

Members discussed the displaying of the knitted poppies around the High Street area for Remembrance and it was agreed for the office to send an email to all members for suggestions and ideas. The Royal British Legion Club had also approached the Town Council office to borrow poppies to display at their premises.

RECOMMENDED that the above information be noted.

COM15/23 Public Transport/Bus Shelters

Members did not report any matters relating to the Town Council owned bus shelters.

Members noted the bus shelter noticeboards are updated by the following councillors.

- i. Cllr Smart – 2 x Downhall Road
- ii. Cllr Sperring- Lavers
- iii. Cllr Pavelin – Hatfield Road,
- iv. Cllr Ward – Clarence Road/Grove Road, Adjacent 158 Grove Rd
- v. Cllr R Lambourne – Grove Road/Ramparts.

RECOMMENDED that the above information be noted.

COM16/23 Community Speed Watch

Members will arrange dates for the next speed watch session. All equipment is in the Town Council office. Any member wishing to participate must be trained. Members should contact the Town Council office, and this will be arranged with the Community Speed Watch Co-ordinator. Training is conducted by zoom and lasts about an hour.

RECOMMENDED that the above information be noted.

COM17/23 Town Centre improvement plan

Members noted that there were no meetings held by the group. It was also noted that Cllr J Waight wishes to be on this working group.

RECOMMENDED that this information be noted.

COM18/23 Dementia Friendly Town Working Group

Members noted that the town was decorated with forget-me-nots and a stall was at the market to promote Dementia Awareness Week in May. The committee chairman thanked Councillor Brewer for her work on this project. It was suggested that a market stall could be used on a regular basis to promote awareness. Cllr Sawford informed that the Megacentre are happy to be approached to host sessions and training on site.

RECOMMENDED that the above information be noted.

COM19/23 Community Safety

Members agreed to the proposal by the Policy and Finance Committee on 12th June 2023, to change the Community Safety Working Group to a Community Safety Sub-Committee.

Motion. All agreed to change the Community Safety Working group to a Sub-Committee and amend the associated terms of reference. The members would remain the same.

COM20/23 Notice Boards

Members did not report any matters relating to Town Council notice boards.

Members noted the notice boards are updated by the following councillors.

Cllr Smart- Rawreth Asda, Hambro Parade Shops
Cllr Pavelin – London Road Parade
Cllr Lambourne – The Chase Shops

Mr M Davies, Rayleigh Town Museum updates the notice board located a Rayleigh Station. The Town Council will send him information to update.

RECOMMENDED that the above information be noted.

COM21/23 Footpath Representative

Mr M Davies provided a written report and there were no additional questions.

RECOMMENDED that the above information be noted.

COM22/23 Rayleigh Town Museum

Mr M Davies to provide a written report and there were no additional questions.

RECOMMENDED that the above information be noted.

Meeting closed at 8.08pm

Chairman

Signature..... Date.....