



RAYLEIGH TOWN COUNCIL
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Minutes of the **Communities Committee** held on **Monday 15th April 2024** at The Pavilion, King George V Playing Field.

MINUTES

The Communities Chairman opened the meeting by thanking all members/staff for their support, help and assistance over the last 3 years by attending meetings and events.

- COM25/24** Present: Cllrs C Roe, R Dray, C Callis, E Callis, B Smart, E Brewer
Apologies received and accepted from: Cllrs R Lambourne, I Ward, J Sawford
Retrospective apologies received from Cllr R Milne
Also in attendance: Mr M Davies – Rayleigh Town Museum
Mrs K Hardy – Deputy Town Clerk
- COM26/24** **Declarations of Interest**
Cllr E Brewer declared a non-pecuniary interest in matters relating to Rochford District Council due to being a member.
- COM27/24** **Public Forum**
None present.
- COM28/24** **Substitutes**
There were no substitutes.
- COM29/24** **Non-Committee Members Attendance**
None present.
- COM30/24** **RESOLVED** to sign the minutes of the Communities Meeting held on 19th February 2023 as a true record.
- COM31/24** **Income and Expenditure**

Members received and noted the income and expenditure report and made no comment.

RECOMMENDED that the above information be noted.
- COM32/24** **Rayleigh Market**

The Wednesday market continues to trade without any issues

Members were informed that there will be a stall at the market on Wednesday 15th May to promote Dementia Awareness week.

RECOMMENDED that the above information be noted.

COM33/24 Rayleigh in Bloom

A meeting will be arranged in due course to finalise competitions for 2024. Sponsorship invoices are due to be sent out.

RECOMMENDED that the above information be noted.

COM34/24 Primary School Quiz

Members noted that the Primary School Quiz was won by Glebe Primary School and the best individual pupil was won by two pupils of Our Lady of Ransom School, William Dulieu & Quinn McGee. The Chamber of Trade provided a £100 for the winning school. Trophies were presented at the Annual Town Meeting on 14th March 2024.

The committee chairman thanked Cllr B Smart and Colin for their work in hosting the quiz.

RECOMMENDED that the above information be noted.

COM35/24 Great Easter Egg Hunt

Members noted that the Great Easter Egg Hunt was held from 28th March to 15th April 2024. Palmers Solicitors, Squires and Rayleigh Library acted as collection points for entry forms. The three winners will be selected on 16th April and a date will be agreed with the Town Council Chairman to present the prizes.

RECOMMENDED that the above information be noted.

COM36/24 St George Flag Raising

Members noted that all eight primary schools (2 pupils from each) and Rochford District Youth Service will be attending the St George Flag Raising at the Pavilion on Tuesday 23rd April 2024 at 10.00am. All members have been sent an email to inform them they may attend this event

RECOMMENDED that the above information be noted.

COM37/24 Trinity Fair - Sunday 9th June 2024

Members noted the next Trinity Fair Working Group meeting will be held on 17th April at 7pm. The Road Closure and temporary event notice has been submitted to Rochford District Council. The event management form is with Haddon Events for completing.

RECOMMENDED that the above information be noted.

COM38/24 Remembrance Parade and Service 2024

Members noted that an informal meeting was held on between the Town Council, Holy Trinity Church and Rayleigh Royal British Legion Club to discuss arrangements for 2024. The date for the Parade and Service will be Sunday 10th November 2024.

RECOMMENDED that the above information be noted.

COM39/24 Telephone Kiosk

Members noted that the agreement has been received by British Telecom for the Town Council to become responsible for the telephone kiosk on London Road. The Town Council has been advised that all equipment has been removed.

Members were informed that Community Heartbeat Trust have supplied a quote for the equipment and installation. Members present agreed that Community Heartbeat should be used to purchase this equipment, as they have provided the equipment for Crown Hill and King George V Playing Field and therefore this unit would be on the same online system.

Cllr C Roe proposed, and Cllr R Dray seconded with all members in agreement to the following

£2,000 for the purchase of Lifeview Defibrillator, shockbox heated cabinet, telephone, and communication signage

£135 per year support, includes replacement pads, batteries, rescue kits, loan of defibrillator, software updates, post rescue service, rescue data downloading and telephone support

£275 installation in kiosk

£68 for decal stickers

£250 insurance to cover theft and damage for 10 years

Total £2,728

RECOMMENDED to forward to Full Council meeting on 22nd April 2024 to approve £2,728 to install a defibrillator at the phone box on London Road.

COM40/24 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.

COM41/24 Dementia Friendly Town Working Group

Members received a verbal report from Cllr E Brewer.

The Winter café has proved to be successful and therefore dates have been extended however they are looking for a new premises and facilitator for these meetings.

A stall will be at the Wednesday market on 15th May 2024. This will be to promote Dementia Awareness week and will be attended by NHS and Alzheimer's Society

RECOMMENDED that the above information be noted.

COM42/24 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.

COM43/24 Correspondence

None received.

COM44/24 Footpath Representative

Members received the report provided by Mr M Davies.

RECOMMENDED that the above information by noted.

COM45/24 Rayleigh Town Museum

Mr M Davies thanked the Communities Chairman, the Committee, and the Full Council for the continued support over the last 8 years.

Members noted that the plaque for Rayleigh Primary School has been ordered.

Members received quotes from the company who produce the Heritage Trail leaflet and all members present agreed to purchase 5000 leaflets at a cost of £265. This was due to 3500 leaflets being sent to schools. Mr Davies is liaising with the Town Council office to check the proof of the leaflet.

Members received and noted the report provide by Mr M Davies.

RECOMMENDED to purchase 5000 Hertiage Trail leaflets at a cost of £265.

Meeting Closed at 7.55pm

Chairman Date