



**RAYLEIGH TOWN COUNCIL**  
**The Pavilion, King George V Playing Field, Bull Lane,**  
**Rayleigh, Essex, SS6 8JD**  
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**Email: [clerk@rayleightowncouncil.gov.uk](mailto:clerk@rayleightowncouncil.gov.uk)**  
**[www.rayleightowncouncil.gov.uk](http://www.rayleightowncouncil.gov.uk)**  
**VAT number: 830 7558 23**

You are hereby summoned to a meeting of the Communities Committee to be held on **Monday 16<sup>th</sup> June 2025** at **7.30pm** at The Pavilion, King George V Playing Field, Bull Lane, Rayleigh, Essex, SS6 8JD (entry via Websters Way) for the transaction of business as set out below

The public and press are welcome to attend the meeting

The following agenda and attachments are issued for the Council to take decisions as required. You are expected to consider this agenda and any related documents in advance of this meeting.

**Please address any questions to the Town Clerk by Friday 13<sup>th</sup> June 2025**

Yours sincerely,

Miss A Wood  
Locum Town Clerk  
10<sup>th</sup> June 2025

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Councillors: D Balding, E Brewer, N Gallop, R Linden, R Milne, B Newport, S J Page, M Sutton, M Vernon, V Wilson

### **AGENDA**

**COM1/25 Election of Chair**

**COM2/25 Election of Vice Chair**

**COM3/25 Apologies for Absence**

To be notified to the Town Clerk in advance and agreed at the meeting.  
**Motion** the committee accept and record apologies for absence.

**COM4/25 Declaration of Interest**

Members to declare an interest for any item on this agenda only

- COM5/25 Code of Conduct/Civility and Respect**  
To note that the meeting will be carried out under the terms of the Local Government Association and Rayleigh Town Council's Code of Conduct policy together with NALC's Civility and Respect pledge with all participants expected to behave in a professional and constructive manner.
- COM6/25 Substitutes**  
Members to advise of substitutes to the office in advance of the meeting.
- COM7/25 Non-Committee Members Attendance**
- COM8/25 Public Forum**  
Members of the public to speak on matters relating to this agenda. A maximum of 2 minutes will be allowed per speaker
- COM9/25 Approve the minutes of the Communities Meetings held on 22<sup>nd</sup> April 2025**  
Members to approve the minutes of the Communities Meetings held on 22nd April 2025 as a true record (previously circulated).
- COM10/25 Rayleigh Town Museum**  
Members to receive a copy of the report provided by Mr M Davies
- COM11/25 Income and Expenditure, Budget and EMR Reports**  
Members to receive the income and expenditure, budget and EMR Reports for the current year.
- COM12/25 Trinity Fair – Sunday 8th June 2025**  
Members to note that Trinity Fair took place on 8th June 2025.
- COM13/25 St George Flag Raising – Wednesday 23rd April 2025**  
Members to note that the St George Flag raising took place at the pavilion on 25th April 2025.
- COM14/25 VE Day – 80th Anniversary - Thursday 8th May 2025**  
Members to note that the flag raising took place at the pavilion on 8<sup>th</sup> May 2025.
- COM15/25 VJ Day - 80th Anniversary – Friday 15th August 2025**  
The members of the VJ Day Working Group to arrange a meeting to discuss arrangements.
- COM16/25 Rayleigh in Bloom**  
The flowerbed contractor will maintain the flowerbed located near Holy Trinity Church going forward. They will also plant the area next to the Crown Hill toilets.
- The Rayleigh in Bloom Competitions are currently on and judging will be arranged with the subcommittee members.

**COM17/25      Community Speed Watch**

The Town Council has requested dates for on-line training and will send these to members once received.

Trained Councillors may liaise with the office to arrange speed watch sessions and borrow the equipment.

**COM18/25      Annual Town Awards**

The FitzWimarc School has been booked for the Annual Town Awards on Wednesday 15<sup>th</sup> October 2025.

The nomination form has been circulated and advertised on noticeboards, Facebook and Town Council Website. The closing date is 11<sup>th</sup> July 2025.

**COM19/25      Inclusive Dementia Community**

Members note that there were market stalls on 21<sup>st</sup> May to promote Dementia Action Week.

**COM20/25      Red Phone Box – Rayleigh High Street**

Members to receive and discuss the responses as received via Facebook in relation to the use of the Red Phone Box in the High Street

**COM21/25      Notice Boards**

A quote has been received to paint the High Street noticeboard (adjacent to Grouts the Bakers) of £325 plus the Town Council need to supply the gold paint. The company will use the green paint leftover from when they carried out the painting of the Crown Hill public toilet doors.

To consider accepting a quote to clean the notice boards located on Hambro Parade, London Road and Grove Road at £11 per a month per board. The High Street board could also be added to this schedule.

The existing members have been asked to confirm if they wish to continue to update and display notice on the following boards. An update will be provided at the meeting.

Rawreth Asda – Cllr J Newport – confirmed he will continue  
Hambro Parade – Cllr C Stanley – confirmed he will continue  
London Road Shops – Cllr L Newport  
The Chase – Cllr D Balding

**COM22/25      Christmas Lights**

Members to receive a quote from the current electrical company for the installation of the Christmas Lights.

Members to agree to book the stage announcer used at Trinity Fair at a cost of £100 for the Christmas Lights Switch on event on Thursday 27<sup>th</sup> November.

Members to agree to book Joe Palmer to perform at the event at a cost of £250.

**COM23/25 Allotment Sub Committee Meeting**

Members to note that an allotment Sub Committee meeting is being arranged.