



RAYLEIGH TOWN COUNCIL
The Pavilion, King George V Playing Field, Bull Lane,
Rayleigh, Essex, SS6 8JD
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15th April 2025

Dear Member,

You are hereby summoned to a meeting of the **Communities Committee** to be held on **Tuesday 22nd April 2025 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,

Miss A Wood
Locum Town Clerk

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

AGENDA

- COM89/24 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.
- COM90/24 Declaration of Interest**
Members to declare an interest for any item on this agenda only
- COM91/24 Substitutes**
Members to advise of substitutes to the office in advance of the meeting.
- COM92/24 Non-Committee Members Attendance**
- COM93/24 Public Forum**
Members of the public to speak on matters relating to this agenda. A maximum of 2 minutes will be allowed per speaker
- COM94/24 Approve the minutes of the Communities Meetings held on 17th February 2025**
Members to approve the minutes of the Communities Meetings held on 17th February 2025 as a true record (previously circulated).

- COM95/24 Footpath Representative**
Members to receive a copy of the report provided by Mr M Davies
- COM96/24 Rayleigh Town Museum**
Members to receive a copy of the report provided by Mr M Davies
- Quotes have been requested to clean and move plaques as suggested in the report in October 2024.
- COM97/24 Income and Expenditure, Budget and EMR Reports**
Members to receive the income and expenditure, budget and EMR Reports for the current year.
- COM98/24 Trinity Fair – Sunday 8th June 2025**
Members to note that sponsorship has been received for the Trinity Fair and to date £2,200 had been donated. Sponsorship can be received up until 16th May for businesses/organisations to be included in the banner that will be on display on the stage at the event and on the pavilion balcony over the summer.
- COM99/24 Easter Egg Hunt - 5th to 22nd April 2025**
Members to note that the Easter Egg Hunt is currently being held, and the closing date is Tuesday 22nd April 2025. Three winners will be selected from the entries received.
- COM100/24 St George Flag Raising – Wednesday 23rd April 2025**
Members to note that the St George Flag raising will take place at the pavilion at 10.00am. The Flag will be raised by the Town Council Chairman.
- COM101/24 VE Day – 80th Anniversary - Thursday 8th May 2025**
Members to note the bunting has been received. Members to volunteer to put the bunting up around the High Street. The poppies can also be used. These need to be in place by Thursday 8th May.
- A flag has been received for the flagpole and the office will put this on the flagpole when they arrive to work that day.
- COM102/24 VJ Day - 80th Anniversary – Friday 15th August 2025**
Members to agree to purchase similar bunting for this anniversary. The Town Council has contacted Rochford District Council, and they will respond regarding beacon lighting etc in due course.
- COM103/24 Rayleigh in Bloom**
Members to receive a copy of the Rayleigh in Bloom Working Group notes of a meeting held on 11th March 2025.
- Cllrs M Vernon and N Gallop attended the Rayleigh Horticultural Society Spring Show at the Mill Arts and Events Centre on Sunday 6th April and promoted the various competitions.

The contractor who maintains the area of land adjacent to the Crown Hill Public toilets has offered to provide summer and winter bedding plants in this area which they will maintain. The contractor is looking at the flowerbed adjacent to Holy Trinity Church , update will be provided at the meeting.

COM104/24 Road Traffic Management for Remembrance and Christmas Lights Events

Motion to approved the Traffic Management and Road Closure costs for Remembrance £2,950 and Christmas Lights Events 2025 £4,070. These need to be booked in to comply with RDC Event Management Plans.

COM105/24 Community Speed Watch

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

COM106/24 Annual Town Awards

FitzWimarc School have supplied the following dates that they are free to host the Annual Awards in October. Members to agree on either Wednesday 8th or Wednesday 15th October. Awards to start at 7.30pm.

Members to receive a list of the awards that currently are presented. If there is change this will be sent out for nominations to be received by mid July in order to get a response from the Schools before they break up for the summer holidays.

A group will then be set up to review the entrants and select the winners. Previously this group has been made up of the Town Council Chairman and main committee chairs (Communities, Open Spaces, Planning, Policy & Finance and Personnel)

A work group will need to be set up to discuss the format for this presentation evening as it is a new event and will comprise of the Annual Awards and Rayleigh in Bloom Award Winners.

COM107/24 Inclusive Dementia Community

There will be stalls at the Rayleigh Market on Wednesday 21st May to promote Dementia Awareness week.

COM108/24 Red Phone Box – Rayleigh High Street

Members to note that a post has been added to Facebook as members of public for their ideas or suggestion for a use of the Red Phone Box located near the Crown Public House. The deadline is 31st May 2025. Information received will be forwarded to the next Communities meeting in June