



**RAYLEIGH TOWN COUNCIL**  
The Pavilion, King George V Playing Field, Bull Lane,  
Rayleigh, Essex, SS6 8JD  
Tel: 01268 741880  
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 17<sup>th</sup> November 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 Council Office by 14<sup>th</sup> November 2025**

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'K Hardy'.

Mrs K Hardy  
Deputy Town Clerk  
12<sup>th</sup> November 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**

### **COM26/25 Apologies for Absence**

To be notified to the Town Clerk in advance and agreed at the meeting.  
Apologies have been received from Cllr D Balding.

**Motion** the committee accept and record apologies for absence.

- COM27/25 Declaration of Interest**  
Members to declare an interest for any item on this agenda only
- COM28/25 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.
- COM29/25 Substitutes**  
Members to advise of substitutes to the office in advance of the meeting.
- COM30/25 Non-Committee Members Attendance**
- COM31/25 Public Forum**  
Members of the public to speak on matters relating to this agenda. A maximum of 2 minutes will be allowed per speaker
- COM32/25 Approve the minutes of the Communities Meetings held on 8<sup>th</sup> September 2025**  
Members to approve the minutes of the Communities Meetings held on 8th September 2025 as a true record (previously circulated).
- COM33/25 Rayleigh Town Museum**  
Members to receive a copy of the report provided by Mr M Davies
- COM34/25 Market**  
Members to note that Wednesday 25<sup>th</sup> December, Christmas Eve will be a normal trading day, however there will be no market on Wednesday 31<sup>st</sup> December , New Years Eve due to traders not being able to get fresh stock or being away. A post has been put on Facebook to inform members of public.
- Markets stalls will be in the High Street on the 4 Saturdays leading up to Christmas from 29<sup>th</sup> November to 20<sup>th</sup> December, 8am to 3pm. Traders will vary week to week depending on availability.
- Mr F Nash will attend the meeting to speak about ideas in relation to Rayleigh Market.
- COM35/25 Income and Expenditure and Budget 2025/2026**  
Members to receive the income and expenditure, budget and EMR Reports for the current year.
- COM36/25 Budget for 2026/2027**  
Members to review and agree the budget for Communities Committee for 2025/2026 which will go to policy and finance committee meeting on 24<sup>th</sup> November 2025.

**COM37/25      Annual Town Awards - 15<sup>th</sup> October 2025**

The Annual Awards took place on 15<sup>th</sup> October 2025. Members to provide any comments in relation to this event.

**COM38/25      Remembrance Parade and Service 2025**

Members to note that the Parade and Service took place on Sunday 9<sup>th</sup> November.

Members to note that a meeting has been arranged for 5<sup>th</sup> December to discuss any issues and improvements from this years event.

**COM39/25      Christmas Lights Event 2025**

Members to note that the Christmas Lights Switch on event will take place on Thursday 27<sup>th</sup> November 2025 from 4pm to 6.30pm. The road closure will be in place from 1pm in order to set up.

Sponsorship has been received, and the banner is being produced. The Town Council have received £5,680 to date.

BTMK have arranged the children's colouring competition and winners will be presented with their prizes at the event.

Members have been requested to assist with the event.

**COM40/25      Trinity Fair 2026**

Trinity Fair will take place on Sunday 14<sup>th</sup> June 2026. Members to note that a working group meeting will take place on Friday 14<sup>th</sup> November 2026 to discuss arrangements with Haddon Events for 2026.

**COM41/25      Inclusive Dementia Community**

Any up dates to be provided at the meeting.

**COM42/25      London Road Phone Box Defibrillator**

Further to minute no Com22/25 of the Communities meeting held on 8<sup>th</sup> September 2025 members to note that a defibrillator is already installed at the Grange Community Centre so this would be accessible for those using John Fisher playing field.

A suggestion is to place this defibrillator on the wall of the groundsman shed in King George V playing field as this can then be accessed by those living or working in and around the Bull Lane area and the skate park which is a very well used area.

**COM43/25      Allotments**

Members to approve to spend £400 to cut and cap off the taps at the four allotment sites.

**COM44/25      Noticeboards**

Members to note that the group of volunteers have commenced looking after the 4 noticeboard around the Town. They will be liaising with the office to collect posters for displaying. They have also cleaned the boards where required.

Members to further note that the company who painted the noticeboard near Grouetts will be repainting the headboard on each side so the company who are applying the letting can reapply in due course.