



RAYLEIGH TOWN COUNCIL
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Minutes of the **Communities Committee** held on Monday 16th June 2025 at 7.30pm at The Pavilion, King George V Playing Field

MINUTES

COM1/25 Election of Chair

Cllr R Linden Proposed – Cllr I Wilson Seconded – Cllr M Vernon

There were no other nominations and all members present agreed. Cllr R Linden was elected chairmen of Communities Committee

COM2/25 Election of Vice Chair

Cllr V Wilson Proposed – Cllr R Lambourne Seconded Cllr S J Page

There were no other nominations and all members present agreed. Cllr V Wilson was elected Vice Chairman of the Communities Committee.

Cllr V Wilson to chair the meeting in the absence of Cllr R Linden

COM3/25 Apologies for Absence

Present: Cllr D Balding, E Brewer, N Gallop, B Newport, SJ Page, M Vernon, V Wilson, R Lambourne, D Sperring, I Wilson

Apologies: Cllr R Linden and R Milne

Absent: Cllr M Sutton

Also Present: Mr M Davies – Rayleigh Town Museum
Deputy Town Clerk

COM4/25 Declaration of Interest

Cllr V Wilson declared a non-pecuniary interest in Rayleigh Town Museum due to being a volunteer and Cllr S J Page declared a non- pecuniary interest in Rayleigh Town Museum due to being a member

COM5/25 Code of Conduct/Civility and Respect

It was noted 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

Cllr R Lambourne substituted for Cllr R Milne
Cllr I Wilson substituted for Cllr R Linden

COM7/25 Non-Committee Members Attendance

Cllr D Sperring attended as a non-committee member.

COM8/25 Public Forum

There were no members of public present

COM9/25 RESOLVED to Approve the minutes of the Communities Meetings held on 22nd April 2025

Members agreed to approve the minutes of the Communities Meetings held on 22nd April 2025 as a true record.

COM10/25 Rayleigh Town Museum

Members received a copy of the report provided by Mr M Davies. It was noted that the request for cleaning the plaques is still on going and the office will liaise with Mr Davies
The Vice Chairman thank Mr Davies for his thorough report.

RECOMMENDED that the above information be noted.

COM11/25 Income and Expenditure, Budget and EMR Reports

Members received the income and expenditure, budget and EMR Reports for the current year. Members raised questions if the EMR for Community Safety was before paying for the contribution for the lighting near Sweyne Park.

COM12/25 Trinity Fair – Sunday 8th June 2025

Members noted that Trinity Fair took place on 8th June 2025. The Vice Chairman congratulated everyone involved in the event and it was noted that the day was very successful.

A Trinity Fair Sub Committee meeting will be arranged in due course.

RECOMMENDED that the above information be noted.

COM13/25 St George Flag Raising – Wednesday 23rd April 2025

Members noted that the St George Flag raising took place at the pavilion on 25th April 2025.

RECOMMENDED that the above information be noted.

COM14/25 VE Day – 80th Anniversary - Thursday 8th May 2025

Members noted that the flag raising took place at the pavilion on 8th May 2025.

RECOMMENDED that the above information be noted.

COM15/25 VJ Day - 80th Anniversary – Friday 15th August 2025

It was suggested that a working group meeting for VJ Day should be arranged immediately due to the day being two months' time. (Working group members Cllr S J Page, M Vernon, N Gallop and R Milne)

RECOMMENDED to arrange a VJ Day Working Group meeting.

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. Members were informed that 7 entries have been received for the school competition which closed on 13th June.

RECOMMENDED that the above information be noted.

COM17/25 Community Speed Watch

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

A members queried that certificates for the training had not been received and the provision of new equipment. It was explained that this had been provided at a previous meeting, and this would be resent to the member.

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

RECOMMENDED that the above information be noted.

COM18/25 Annual Town Awards

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

The nomination form has been circulated and advertised on noticeboards, Facebook and Town Council Website. The closing date is 11th July 2025. Posters can be available from the office.

A meeting of the Award Working Group would be arranged.

RECOMMENDED that the above information be noted.

COM19/25 Inclusive Dementia Community

Members noted that there were market stalls on 21st May to promote Dementia Action Week.

RECOMMENDED that the above information be noted.

COM20/25 Red Phone Box – Rayleigh High Street

Members received and discussed the responses as received via Facebook in relation to the use of the Red Phone Box in the High Street. Members received the proposal from a local business and members would like the individual to attend the next Full Council meeting to speak to member about funding and progressing with project.

RECOMMENDED to invite the local business to the next full council meeting to explain the proposed project for the phone box.

COM21/25 Notice Boards

A quote was 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. All members voted unanimously to accept this quote.

Members considered 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. However, it was suggested that the Perspex need replacing in all noticeboards not cleaning and to request quotes for the next meeting.

The existing members confirmed they wish to continue updating and display notice on the following boards.

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

Members noted that the Rawreth Asda board is shared with Rawreth Parish Council and any charges will need to be agreed with them in relation to changing the Perspex or cleaning.

RECOMMENDED that a) the quote to paint the notice board adjacent to Grouts of £325 is accepted b) a quote is obtained for the next meeting to replace Perspex and c) the rest of the information be noted.

COM22/25 Christmas Lights

Members received a quote from the current electrical company for the installation of the Christmas Lights and agreed that a meeting should be held with the contractor to discuss.

All members present agreed to book the stage announcer used at Trinity Fair at a cost of £100 for the Christmas Lights Switch on event on Thursday 27th November.

Members agreed to book Joe Palmer to perform at the event however to request if he would consider a reduced fee and to include him on the sponsorship banner for the event. (£100 plus inclusion in the banner for the event)

RECOMMENDED that the above information be noted.

COM23/25 Allotment Sub Committee Meeting

Members noted that an allotment sub committee meeting will be held on Thursday 19th June 2025 at 10.30am.

RECOMMENDED the above information is noted.

Meeting closed at 8.40pm.

Chairman

Signature Date