



RAYLEIGH TOWN COUNCIL
The Pavilion, King George V Playing Field, Bull Lane,
Rayleigh, Essex, SS6 8JD
Tel: 01268 741880
Email: clerk@rayleightowncouncil.gov.uk
www.rayleightowncouncil.gov.uk
VAT number: 830 7558 23

Minutes of the Communities Committee held on **Monday 8th September 2025** at **7.30pm** at The Pavilion,
King George V Playing Field, Bull Lane, Rayleigh, Essex, SS6

MINUTES

COM1/25 Apologies for Absence

Present: Cllrs N Gallop, R Linden, R Milne, M Sutton, M Vernon, V Wilson, L Newport (left at 9pm) D Sperring, C Stanley.

Also present: M Davies – Rayleigh Town Museum
Deputy Town Clerk

Apologies have been received from Cllr E Brewer, D Balding, S J Page, J Newport, B Newport.

Motion the committee accept and record apologies for absence.

COM2/25 Declaration of Interest

Cllrs R Linden , L Newport, M Sutton, R Milne, C Stanley declared a non-pecuniary interest in matters relating to Rochford District Council

COM3/25 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.

COM4/25 Substitutes

Cllr J Newport was due to substitute for Cllr E Brewer, however he was unable to attend on the night, and Cllr C Stanley substituted from him.

Cllr L Newport substituted for Cllr B Newport

COM5/25 Non-Committee Members Attendance

Cllr D Sperring attended as a non committee member.

- COM6/25 Public Forum**
There were no members of public
- COM7/25 RESOLVED to approve the minutes of the Communities Meetings held on 16th June 2025**
All members agreed to approve the minutes of the Communities Meetings held on 16th June 2025 as a true record.
- COM8/25 Rayleigh Town Museum**
Members to receive a copy of the report provided by Mr M Davies.
- Members noted the obtaining of quotes to clean heritage plaques is on going. Quotes will be forwarded to the committee when received.
- RECOMMENDED** that the above information be noted.
- COM9/25 Income and Expenditure and Budget**
Members received the income and expenditure, budget and EMR Reports for the current year.
- RECOMMENDED** that the above information be noted.
- COM10/25 Earmarked Reserves**
1. Members considered the EMRs that come within the remit and to recommend to Council and agreed they are still required. These are 323, 325, 335, 365, 370, 372 and 380
 2. All members agreed to the proposal that the balance of EMR 323 (£194.66) is paid to RRAVS
- MOTION** – All members agreed the above.
- COM11/25 Trinity Fair 2026**
Members to note that a Trinity Fair Working Group meeting has taken place to discuss the and the date for the event next year will be Sunday 14th June 2026. Arrangement and working group meeting will be held to discuss the day.
- RECOMMENDED** that the Trinity Fair will be held on Sunday 14th June 2026
- COM12/25 VJ Day - 80th Anniversary – 15th August 2025**
Members noted that the flag raising took place on 15th August 2025.
- RECOMMENDED** that the above information be noted.
- COM13/25 Merchant Navy Day – 3rd September 2025**
Members noted that the red ensign flag was raised at the Pavilion to commemorate Merchant Navy Day.
- RECOMMENDED** that the above information be noted.

COM14/25 Annual Town Awards - 15th October 2025

The FitzWimarc School has been booked for the Annual Town Awards on Wednesday 15th October 2025 at 7.30pm.

The Chairman and main committee chairs have selected the winners and they have been invited.

The winners of the Rayleigh in Bloom Competitions will also be awarded with their certificates and trophies at the Annual Town Awards

RECOMMENDED that the above information be noted.

COM15/25 Remembrance Parade and Service 2025

Members to receive an update on plans for 2025 from Cllr V Wilson.

Members were informed that the town council stage will not be used as the saluting dais this year and will be provided by the company supplying the church with the pa.

All members have been sent invitations to attend the service and parade on 9th November and replies need to be received by the office by 19th September 2025. Cllr Wilson requested members to reply if they had not done so and a reminder will be sent out by the office.

RECOMMENDED that the Town Council office send out a reminder to all members to reply to the invitation for Remembrance 2025.

COM16/25 Christmas Lights Event 2025

Members to approve the quotes received for the marquee, stage and pa and the security for the event. This information is required for the Event Management plan.

The following quotes were accepted.

Marquee hire - £890

Pa and Stage – £ 3,225

Security - £1,350

Members noted that expression of interest for stalls have been sent out and are on website and Facebook, the deadline for application is 12th September.

Letters have been sent out to all schools inviting their choirs to perform at the event.

Members receive the correspondence from the singer and agreed from him to perform at the event as agreed at the last communities meeting in June.

Sponsorship letters will be updated to send out.

RECOMMENDED that the above information be noted and agreed the quotes as above.

COM17/25 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. PJR Services have cut back the church flower bed and will continue the maintenance and will add addition bark

Members received and accepted the quotes to remove the sponsorship plaques in High Street and Websters Way area and to repaint the columns (£2,526) The plaques will be delivered back to the office.

RECOMMENDED that the above information be noted.

COM18/25 Community Speed Watch

The Town Council office received dates for on-line training and circulated these to the members.

RECOMMENDED that the above information be noted.

COM19/25 Inclusive Dementia Community

There were no updates provided at this meeting.

RECOMMENDED that the above information be noted.

COM20/25 Notice Boards

Members accepted that quote for lettering and Town Crest at £205 to be applied to the notice board adjacent to Grouts

RECOMMENDED to accept the quote for the lettering on the notice board.

COM21/25 Crown Hill Toilets

The lease on the Crown Hill Toilets with Rochford District Council expires in November 2028. The current cleaning contract is on a rolling contract. Members agreed not to go out to tender at this time until the future of the Crown Hill Toilets is know when the lease expires.

RECOMMENDED that the above information be noted.

COM22/25 London Road Phone Box Defibrillator

Members to note London Road Phone Box where the defibrillator was due to be installed is in a very poor condition and needs to be repaired and cleaned in order to install the equipment. The phone box will be looked at to repair and it was suggested that the purchased defibrillator be relocated at John Fisher at the pavilion. The office would contact the football club.

RECOMMENDED that the above information be noted.

COM23/25 Red Phone Box – High Street

Further to minute no COM108/24 of the communities meeting held on 16th June 2025. Members to agree to the proposal submitted for the red phone box by the Rayleigh Art Box project. This would be overlooked by the volunteers and for them to raise funding externally. If recommended by committee, this would be forwarded to the next Full Council on 13th October 2025.

RECOMMENDED to propose that the Rayleigh Art Box Project would be overlooked by a group of volunteers.

COM24/25 Allotment Sub Committee Meeting

Members to note that an allotment sub committee meeting was held on 11th August 2025. Minutes will be circulated in due course.

RECOMMENDED that the above information be noted.

COM25/25 Working Groups

Market Working Group - members agreed that they wish to hold a Saturday Christmas market for 2025. A Licence will be required to trade for the Saturdays leading up to Christmas (29th November, 6th, 13th and 20th December 2025.)

Community Safety Working Group – it was noted that there had been no meetings

RECOMMENDED that the above information be noted.

Meeting closed at 9.26pm

Chairman

Chairman Signature Date.....