

**Minutes of the meeting of the Finance Committee
of Rochford Parish Council held on
Wednesday, 25th June 2025 at 6.30 pm
at St Mark's Hall, Rochford**

In Attendance:

Councillors: James Edmunds
Denise Crosbie
Daniel Efde
Paul Nash (Chair)
Shelly Taylor
Graham Whitehead
Arthur Williams

Clerk: Emma Terris

No members of the public were present.

-
- 01/25 To appoint a Vice Chair**
01/25.1 Cllr Whitehead was appointed as Vice Chair to the Finance Committee.
- 02/25 To receive apologies for absence**
02/25.1 Apologies were received from Cllr Weir.
- 03/25 To receive any Declarations of Interests**
03/25.1 Cllr Edmunds declared an interest in Agenda Item 11/25.
- 04/25 To approve the minutes of the meeting held on 9th April 2025**
04/25.1 Due to points requiring further clarification, it was **agreed** that this item is deferred until the next meeting.
- 05/25 Bank Reconciliations**
05/25.1 **To receive Budget information for the end of May 2025**
Due to the insufficient information provided and the Clerk in attendance being unable to provide further information, it was proposed by Cllr Williams and seconded by Cllr Efde that this item be deferred until the next meeting. This was **agreed** and unanimously carried.

04/25.2 **To receive the payments and receipts for the end of May 2025**
Due to insufficient information provided and the Clerk in attendance being unable to provide further information, it was proposed by Cllr Williams and seconded by Cllr Edfe that this item be deferred until the next meeting. This was **agreed** and unanimously carried.

06/25 Annual Governance and Accountability Return (AGAR)

06/25.1 **To receive and consider the report from the Internal Auditor**
The report from the internal auditor was received and reviewed in detail. There were a number of significant actions that require immediate attention. It was **agreed** that the Clerk would work with members of the Finance Committee to resolve the issues raised.

06/25.2 **To receive the Governance Statement and Annual Governance and Accountability Return**
The Governance Statement and Annual Governance and Accountability Return for the year ended March 2025 was received.

07/25 Bank Accounts

07/25.1 **To confirm the bank signatories as per Full Council agreement for the 2025/2026 municipal year.**
The following signatories were **agreed**:
Cllr James Edmunds (Chair)
Cllr Arthur Williams (Vice-Chair)
Cllr Paul Nash (Chair of Finance Committee)
Mrs Emma Terris (Clerk and RFO)

07/25.2 **To review the balances in the bank accounts**
It was **agreed** to defer this item to the next meeting.

08/25 Parish Vehicle

07/25.1 **To consider whether to keep the vehicle for the use of the new Maintenance Officer or buy/lease an alternative vehicle.**
Cllr Williams proposed that this this item is deferred for three months to allow time for a full review of the vehicle and its usage to be undertaken. This was **agreed** and unanimously carried.

09/25 Salary Reporting

09/25.1 **To consider future payroll options**
It was noted that the Council is currently using HMRC Basic Tools to manage its PAYE and NI. This software has a limit of 10 employees which has now been exceeded, and the Council is unable to add any further employees. A report was shared which provided quotes and comparisons with other providers for review and consideration.

Following a discussion, it was **agreed** that this item is deferred to next week's Staffing Committee meeting and will be added to the agenda for consideration.

10/25

The Parish Rooms

10/25.1

To provide an update on moving back to The Parish Rooms

The Clerk advised that Talking Therapy who currently rent Room 1 have given notice and will be vacating The Parish Rooms by the 31st August 2025. A discussion took place regarding the current location of the Council and whether there is a need for the offices to be moved back to The Parish Rooms or whether the room should be relet. It was agreed that a report detailing the pros and cons of different scenarios is produced. Cllr Williams proposed that if required a Full Council meeting is held in August to discuss this further. This was seconded by Cllr Edmunds and unanimously carried.

10/25.2

CAUK Rent Arrears

The Clerk advised that it had been brought to her attention that CAUK’s account is in arrears and to date they owe £240.00. It was **agreed** in the first instance that a letter is sent advising that payment is overdue. It was further agreed that there is a need to undertake a review of the relevant policies.

11/25

St Mark’s Hall

11/25.1

To receive a quarterly report from the Design Cabin CIC

The quarterly report from the Design Cabin was received. It was **agreed** that quotes are to be obtained to address issues that fall under the remit of the Council. Councillors expressed their appreciation for the work that has been undertaken at St Mark’s Hall.

11/25.2

To receive solicitors and Design Cabin CIC’s comments regarding the Heads of Term

Cllr Edmunds left the meeting for this item.

The Heads of Term was received. Cllr Williams proposed that the Clerk and the Design Cabin CIC work together to produce an appropriate Heads of Term. This was seconded by Cllr Efde and unanimously carried.

12/25

ICT Working Group

12/25.1

ICT Working Group to consider a date for the meeting to discuss the website.

It was **agreed** that a meeting of the ICT Working Group will be held on Wednesday, 30th July 2025 at 5.30 pm.

13/25

Planning Matters

13/25.1

Reference: 24/00407/LBC

Location: Doggetts Farm

Description: Detach cartlodge from adjacent barn via removal of lean to structure.

Comment: Councillors had no objection or comment to make.

With there being no further business to discuss, the Chair thanked everyone for attending. The meeting closed at 8.24pm

Minutes signed by: _____

Date: _____

DRAFT



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PRO PLATINUM

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Birch & Oak Paperie



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Customer Reviews

From: Simeon Skey <sskey@zephyr-tvc.com>
Sent: Friday, March 21, 2025 11:31 AM
To: Laura Buckley-Hills <assistant@rochfordparishcouncil.gov.uk>
Subject: Flagtrax flags (quote)

Hi Laura

Thank you for your email

Your flags are specially made to fit the system you have so they are not available on the website

I have confirmed costs for the union and a Parish Council flag below

LANDSCAPE

Size : 150cm x 100cm [approx]

Printed Zephpol IEP (Intelligent Engineered Polyester) single thickness flags reading correctly on the front and in reverse on the back, finished with flagtrax tape to fit your mast, packed in individual polythene bags.

Design: Union

Quantity : 1

Price: £100 each

Design: Rochford PC – 4cp

Quantity : 1 2

Price: £200 each £100 each

Origination charge – £25(for conversion of artwork into print ready file, five year time storage of record on our system for future orders)

Packing & Carriage - £20

The foregoing prices are subject to sight of final artwork. Artwork to be supplied as illustrator eps file with fonts outlined, or editable PDF

Artwork Charges - If suitable artwork is not supplied, a charge will be made to format your artwork - £25 per 30 minutes. In the absence of scaled artwork, we shall reproduce the design in accordance with our customary trade practices.

A pre-production drawing will be provided for approval prior to production. Two alterations are allowed before additional costs will be incurred. Further alterations to layout and design will be charged at £10 per drawing or £25 per 30 minutes, whichever is applicable.

As with all processes, we only guarantee to match Pantone colours as closely as possible to the specified shade.

Estimated Despatch – approximately 15/20 working days from Zephyr's acceptance of order, artwork & payment.

The above is open for acceptance within 30 days from today's date and is subject to the addition of VAT.

Settlement terms - against Pro-forma Invoice (ie: payment at time of order unless a monthly credit account is agreed).

Special Notes :

Zephyr standard carriage charges are based on normal carriers, these services are not guaranteed. Should the carrier fail to deliver they cannot be held accountable and neither can Zephyr for the cost of either the carriage or the goods. If you require a guarantee that your goods will arrive for a specific date then the only service we would offer would be door to door, prices are available subject to final destination. Alternatively you are always welcome to arrange your own collection if this is more suitable to you.

Please note: If you have any issues with your order once received, please make sure you contact us within 3 days of receipt of order. Any later than that, we will be out of our carriers terms and conditions, and will be unable to rectify any issues on your behalf.

When weather conditions reach 32mph Beaufort scale 7 these conditions are no longer considered normal and we can accept no liability for any damage caused to or by our product.

I very much hope that this will be acceptable, but if there is any additional information you require please do not hesitate to contact me. I look forward to hearing further from you.

Simeon Skey
Director
Zephyr The Visual Communicators
Midland Road, Thrapston, Northamptonshire, NN14 4LX

+44 (0) 7801 933972 Mobile
sskey@zephyr-tvc.com

ROCHFORD PARISH COUNCIL
REPORT

COMMITTEE	Full Council
DATE OF MEETING	Wednesday, 9 th July 2025
SUBJECT	Pros and Cons of Moving Back to the Parish Rooms
AUTHOR	Emma Terris, Clerk
CIRCULATION	All Members

Pros	Cons
<p>We are in control of the building.</p> <p>Safer for staff have privacy glass between office and hallway.</p> <p>Easier for post and deliveries.</p> <p>Can be onsite to monitor lettings.</p> <p>The Kings Head is not a conducive working environment.</p> <p>Unsafe for lone working.</p> <p>No fire exits.</p> <p>District not done the repairs caused by water damage from their tenants. The front door has not been replaced. Entry system of two padlocks not suitable. Improved security and staff working environment.</p> <p>Rental income from Parish Rooms not covering rent for The Kings Head. Talking Therapy have given notice that they will vacate by 31st August – no additional fees to be incurred in re-letting the room.</p> <p>Room 3 – waste of space and not fully utilised.</p> <p>Lack of storage at The Kings Head.</p> <p>No confidentiality during meetings at The Parish Rooms due to people not involved with the council walking through the meeting to use the toilets.</p>	<p>People do not know where we are. Will need to promote.</p> <p>For Christmas events do not have a base in the square.</p> <p>Have got funding for footfall counters – need to consider WiFi connection.</p> <p>Could be early release fee charged to exit lease.</p>



Rochford Parish Council

Amy Offord
Estate Officer
Assets and Investments
Rochford District Council
Rochford Library
8 Roche Close
Rochford SS4 1PX

23rd June 2025

Dear Amy,

Re: Rose Garden, Southend Road

I am writing on behalf of Rochford Parish Council to confirm that, following a recent meeting where Councillors considered the proposal to enter into a lease for the Rose Garden on Southend Road.

The Parish Council resolved that it does not wish to pursue entering into a lease arrangement for the land at this time. However, Councillors are keen to see the Rose Garden preserved as a valued community asset and, with that in mind, would be interested in exploring the possibility of acquiring the land from the District Council for a nominal amount.

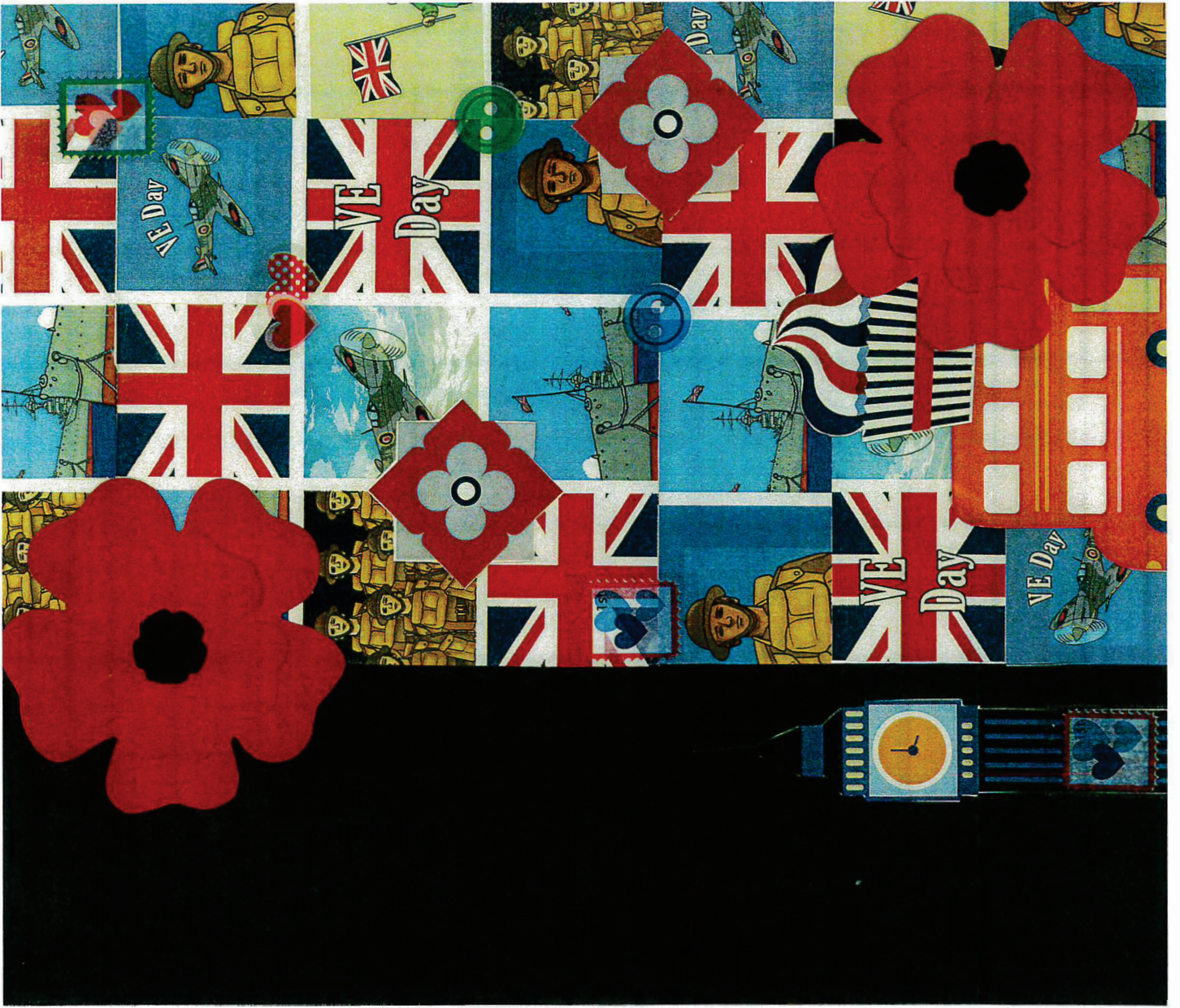
The Parish Council believes that ownership of the land would enable it to be better maintained and also enhance the site for the benefit of local residents, and we would welcome the opportunity to discuss this proposal further with your department.

Please do not hesitate to contact me should you require any further information or wish to arrange a meeting.

Yours faithfully,

Emma Terris
Parish Clerk

Parish Council Rooms
West Street
Rochford SS4 1AS
email: enquiries@rochfordparishcouncil.gov.uk
Phone: 01702 540722
Mobile: 07848 438408



THANK YOU VAREY MARCH
FROM JENNY

Thank you very much
From ELIE XXXXX

Thank you very much. Love from
CHRIS G + CHRIS W
XX



Thank you varey much +

FOR THE MONEY

LOVE KAREN
+++



THANK

Tim XX

We had a great
time
David G

DAVID
MALONE

LISA

you
from
sharon

Thank you
So much
Love from Sam X
THANK YOU
K



Thank you very much

Four the Money

Love
Michelle
XXX

Thank you for
your help.
Love from
CHRIS C



THANKS FOR THE MONEY LOTS AND LOTS OF
LOVE FROM DAVID AGRES
X

Dear Rochford Parish Council,

On behalf of everyone at Gazel, we thank you very much
for awarding us a grant for our VE Day events. We are so
grateful for your support.

Best wishes,

Gill, Hazel & James

XXX



Thank you
so much
from
Charlotte

THANK YOU
Charlotte

from A 19th



XX

Rochford Parish Council - Response to Letter dated 10th March 2025

From Emma Terris <clerk@rochfordparishcouncil.gov.uk>

Date Mon 16/06/2025 10:58 AM

To info@scaft.org.uk <info@scaft.org.uk>

Dear Mr Trewern,

Thank you for your letter dated 10th March 2025 regarding SCAFT's request for a contribution towards the continuation of your One2One support service for young carers.

Councillors have reviewed your request and would like to express their appreciation for the important work SCAFT does in supporting young carers within our community. In order for councillors to consider the request fully, they have asked to see a copy of your most recent annual accounts. Additionally, they would also appreciate a breakdown of how any donation received from the Parish Council would be spent.

Once this information is provided, the Council will be in a position to give due consideration to your funding request.

Kind regards,

Emma Terris
Clerk, Rochford Parish Council

Working Hours: Monday - Thursday 8.30 am to 2.30 pm

Visit us at:

The Parish Office, The Kings Head, 11 West Street, Rochford SS4 1BE

Tel. 01702 540722 Mob. 07848438408

The Parish Council Office opening hours are Monday, Tuesday, Thursday and Friday 09:30 to 15:00.

Postal Address

Parish Council Rooms, Rear of 82 West Street, Rochford, Essex SS4 1AS



ESSEX ASSOCIATION OF LOCAL
COUNCILS

2025-2026 Training Calendar

Courses, Webinars & Briefings

		May 2025 *Courses, Webinars & Briefings*						
7 th	Wednesday	Catastrophic Bleeds Course		9.30am – 12.30am	Alan Smart	Office	£100.00	
8 th	Thursday	Routine Playground Inspection Course		9.00am – 4.00pm	Louisa Hill	Office	£200.00	
8 th	Thursday	Routine Playground Inspection Exam Cost of Exam & Certificate included		To follow on from course	Louisa Hill	Office	£200.00	
8 th	Thursday	WorkNest – Module 2 Managing Sickness		10.00am – 1.00pm	Christian Vincent	Zoom	£80.00	
12 th	Monday	Risk Assessment Certificated Course Level 2 Including cost of Exam Paper & Course Book		9.00am – 4.00pm	Alan Smart	Office	£165.00	
14 th	Wednesday	Function of Committees & Delegated Powers		10.00am – 1.00pm	Michelle Harper	Office	£84.00	
19 th	Monday	Councillor Refresher Course		10.00am – 1.00pm	Stephanie Gill	Office	£84.00	
20 th	Tuesday	Standing Orders Core Course required for new Clerks & CiLCA qualification		10.00am – 1.00pm	Stephanie Gill	Office	£84.00	
21 st	Wednesday	WorkNest – Module 3 Managing Grievances		10.00am – 1.00pm	Christian Vincent	Zoom	£80.00	
		June 2025 *Courses, Webinars & Briefings*						
3 rd	Tuesday	CiLCA Introductory Stand Alone Compulsory Module – Commencement Group 10		9.30am – 11.30am	Sarah Gaeta	Zoom	£50.00	
		CiLCA – Commencement of Group 10 Session dates to be confirmed with tutor on Compulsory Stand Alone Module Workshop		6 sessions			£708.75	

5 th	Thursday	Councillor Training Day 1 Modules 1 & 2	10.00am – 4.00pm	Stephanie Gill & Stephanie Robinson	Office	£125.00
11 th	Wednesday	Law & Procedures Course Core Course required for new Clerks & CILCA qualification	10.00am – 3.30pm	Stephanie Robinson	Office	£125.00
11 th	Wednesday	WorkNest – Module 4 Managing Performance	10.00am – 1.00pm	Christian Vincent	Zoom	£80.00
12 th	Thursday	Councillor Training Day 2 Modules 3 & 4	10.00am – 3.30pm	Stephanie Gill & Stephanie Robinson	Office	£125.00
16 th	Monday	Chair Training Day 1 Modules 1 & 2	10.00am – 3.30pm	Stephanie Gill & Clare Milligan	Office	£125.00
17 th	Tuesday	Menopause Raising Awareness	10.30am-12.30pm	Dr Cole	Office	£35.00
19 th	Thursday	WorkNest – Module 5 Managing Appraisals	10.00am – 1.00pm	Christian Vincent	Zoom	£80.00
23 rd	Monday	Chair Training Day 2 Modules 3 & 4	10.00am – 3.30pm	Stephanie Gill & Clare Milligan	Office	£125.00
24 th	Tuesday	Clerks Refresher Course	10.00am – 3.30pm	Sarah Gaeta	Office	£125.00
30 th	Monday	Chair Training Day 3 Modules 5 & 6	10.00am – 3.30pm	Stephanie Gill & Clare Milligan	Office	£125.00
		July 2025 *Courses, Webinars & Briefings*				

1 st	Tuesday	Health & Safety Certificated Course Level 2 Including cost of Exam Paper & course Book	9.00am – 4.00pm	Alan Smart	Office	£165.00
9 th	Wednesday	WorkNest – Module 6 Disciplinarys	10.00am – 1.00pm	Christian Vincent	Zoom	£80.00
12 th	Saturday	Councillor Training Day 1 Modules 1 & 2	9.30am – 3.30pm	Stephanie Gill & Michelle Harper	Office	£136.50
16 th	Wednesday	Managing Projects	9.30am – 3.30pm	Michelle Harper	Office	£125.00
19 th	Saturday	Councillor Training Day 2 Modules 3 & 4	9.30am – 3.00pm	Stephanie Gill & Michelle Harper	Office	£136.50
22 nd	Tuesday	First Aid Certificated Course Level 3 Including cost of Exam Paper & Course Book	9.00am – 4.00pm	Alan Smart	Office	£165.00
24 th	Thursday	Safeguarding Certificated Course Level 2 Including cost of Exam Paper & Course Book	9.00am – 4.00pm	Alan Smart	Office	£165.00
25 th	Friday	Local Council Award Scheme Workshop (Round 2)	1.00pm-3.00pm	Charlene Slade	Online	£25.00
29 th	Tuesday	New Clerks Course Joined by the SLCC New Clerk Mentors	10.00am – 3.30pm	Sarah Gaeta	Office	£125.00
		September 2025 *Courses, Webinars & Briefings*				
9 th	Tuesday	Councillor Training Day 1 Modules 1 & 2	10.00am – 4.00pm	Stephanie Gill & Sarah Gaeta	TBC	£125.00
10 th	Wednesday	Budget & Precept Receipts & Payments for Small to medium Sized Councils Core Course required for new Clerks & CiLCA qualification	10.00am – 1.00pm	Stephanie Robinson	TBC	£84.00
13 th	Saturday	Chair Training Day 1 Modules 1 & 2	9.30am – 3.00pm	Stephanie Gill & Clare Milligan	TBC	£136.50
16 th	Tuesday	Councillor Training Day 2 Modules 3 & 4	10.00am – 3.30pm	Stephanie Gill & Sarah Gaeta	TBC	£125.00

17 th	Wednesday	Financial Regulations Core Course required for new Clerks & CILCA qualification	10.00am – 3.30pm	Stephanie Robinson	TBC	£125.00
18 th	Thursday	**New Course for 2025** Managing Projects	10.00am – 3.30pm	Michelle Harper	TBC	£125.00
20 th	Saturday	Chair Training Day 2 Modules 3 & 4	9.30am – 3.00pm	Stephanie Gill & Clare Miligan	TBC	£136.50
25 th	Thursday	EALC 81 st AGM – Delivered on Zoom	TBC			
		October 2025				
2 nd	Thursday	Function of Committees & Delegated Powers	10.00am – 1.00pm	Michelle Harper	TBC	£84.00
8 th	Wednesday	Councillor Training Day 1 Modules 1 & 2	10.00am – 4.00pm	Stephanie Gill & Michelle Harper	TBC	£125.00
8 th	Wednesday	Routine Playground Inspection Course	9.15am – 4.30pm	Louisa Hill	Foakes Hall Great Dunmow	£200.00
8 th	Wednesday	Routine Playground Inspection Exam Cost of Exam & Certificate included	To follow on from course	Louisa Hill	Foakes Hall Great Dunmow	£200.00

9 th	Thursday	Co-Option, Casual Vacancy & Election Course	10.00am – 1.00pm	Stephanie Robinson	Zoom	£84.00
14 th	Tuesday	New Clerks Course Joined by the SLCC New Clerk Mentors	10.00am – 3.30pm	Sarah Gaeta	TBC	£125.00
15 th	Wednesday	Code of Conduct Core Course required for new Clerks & CILCA qualification	10.00am – 1.00pm	Stephanie Gill	Zoom	£84.00
15 th	Wednesday	Budget & Precept Core Course required for new Clerks & CILCA qualification	10.00am – 1.00pm	Stephanie Robinson	TBC	£84.00
16 th	Thursday	Advanced Councillor Training The Next Steps Day 1	10.00am – 4.00pm	Stephanie Gill & Michelle Harper	TBC	£125.00
22 nd	Wednesday	Councillor Training Day 2 Modules 3 & 4	10.00am – 3.30pm	Stephanie Gill & Michelle Harper	TBC	£125.00
30 th	Thursday	Advanced Councillor Training The Next Steps Day 2	10.00am – 3.30pm	Stephanie Gill & Michelle Harper	TBC	£125.00
		November 2025				
4 th	Tuesday	Clerks Refresher Course	10.00am – 3.30pm	Sarah Gaeta	TBC	£125.00
5 th	Wednesday Evening	Evening Councillor Training Module 1	7.00pm – 9.00pm	Stephanie Gill & Clare Milligan	Zoom	£315.00 for all 4 modules
5 th	Wednesday	Allotment Course – Session 1 Tenancy Agreements, Policies & Self-Management for Allotment Associations/Local Authorities	2.00pm – 3.30pm	Tyler Harris National Allotment Society	Zoom	£160.00 for 2 sessions
6 th	Thursday	Budget & Precept Core Course required for new Clerks & CILCA qualification	10.00am – 1.00pm	Stephanie Robinson	TBC	£84.00

8 th	Saturday		Councillor Training Day 1 Modules 1 & 2	9.30am – 3.30pm	Stephanie Gill & Michelle Harper	TBC	£136.50
11 th	Tuesday		Roles & Responsibilities Course Core Course required for new Clerks & CiLCA qualification	10.00am – 1.00pm	Sarah Gaeta	TBC	£84.00
12 th	Wednesday		Allotment – Session 2 Site Facilities, Health & Safety & Allotment Update	2.00pm – 3.30pm	Tyler Harris National Allotment Society	Zoom	£160.00 for 2 sessions
12 th	Wednesday Evening		Evening Councillor Training Module 2	7.00pm – 9.00pm	Stephanie Gill & Clare Milligan	Zoom	£315.00 for all 4 modules
12 th	Wednesday		Standing Orders Core Course required for new Clerks & CiLCA qualification	10.00am -1.00pm	Stephanie Gill	Zoom	£84.00
13 th	Thursday		Council Finance Receipts & Payments for Small to medium Sized Councils Core Course required for new Clerks & CiLCA qualification	10.00am – 1.00pm	Stephanie Robinson	TBC	£84.00
15 th	Saturday		Councillor Training Day 2 Modules 3 & 4	9.30am – 3.00pm	Stephanie Gill & Michelle Harper	TBC	£136.50
18 th	Tuesday		Minutes & Agenda Course Core Course required for new Clerks & CiLCA qualification	10.00am – 1.00pm	Sarah Gaeta	TBC	£84.00
19 th	Wednesday Evening		Evening Councillor Training Module 3	7.00pm – 9.00pm	Stephanie Gill & Clare Milligan	Zoom	£315.00 for all 4

25 th	Tuesday	Law & Procedures Course Core Course required for new Clerks & CILCA qualification	10.00am – 3.30pm	Stephanie Robinson	TBC	£125.00	modules
26 th	Wednesday	Protecting Commons, Greens & Open Spaces Webinar – Session 1	9.15am – 1.00pm	The Open Spaces Society	Zoom	£160.00 for 2 Sessions	
26 th	Wednesday	Finance for Larger Councils - For Councils with an income of over £200K plus Core Course required for new Clerks & CILCA qualification	10.00am – 3.30pm	Stephanie Robinson	TBC	£125.00	
26 th	Wednesday Evening	Evening Councillor Training Module 4	7.00pm – 9.00pm	Stephanie Gill & Clare Milligan	Zoom	£315.00 for all 4 modules	
27 th	Thursday	Protecting Commons, Greens & Open Spaces Webinar – Session 2 December 2025	9.15am – 1.00pm	The Open Spaces Society	Zoom	£160.00 for 2 sessions	
		January 2026					
28 th	Wednesday	Advanced Councillor Training The Next Steps Day 1	10.00am – 4.00pm	Stephanie Gill & Michelle Harper	TBC	£125.00	

February 2026						
TBC		CILCA Introductory Stand Alone Compulsory Module – Commencement Group 11	7.00pm – 9.00pm	Michelle Harper	Zoom	£50.00
		CILCA – Commencement of Group 9 Session dates to be confirmed with tutor on Compulsory Stand	12 sessions 2 hours each	Michelle Harper	Zoom	£810.00
4 th	Wednesday	Advanced Councillor Training The Next Steps Day 2	10.00am – 3.30pm	Stephanie Gill & Michelle Harper	TBC	£125.00
14 th	Saturday	Saturday Morning Councillor Training – Module 1	9.30am – 11.30am	Stephanie Gill & Michelle Harper	Zoom	£315.00 for all 4 modules
21 st	Saturday	Saturday Morning Councillor Training – Module 2	9.30am – 11.30am	Stephanie Gill & Michelle Harper	Zoom	£315.00 for all 4 modules
24 th	Tuesday	Roles & Responsibilities Core Course required for new Clerks & CILCA qualification	10.00am – 1.00pm	Sarah Gaeta	TBC	£84.00
28 th	Saturday	Saturday Morning Councillor Training – Module 3	9.30am – 11.30am	Stephanie Gill & Michelle Harper	Zoom	£315.00 for all 4 modules
March 2026						
6 th	Friday	A Council Year	10.00am – 1.00pm	Michelle Harper	TBC	£84.00
7 th	Saturday	Saturday Morning Councillor Training – Module 4	9.30am – 11.30am	Stephanie Gill & Michelle Harper	Zoom	£315.00 for all 4 modules
11 th	Wednesday	Internal & External Audit Course	10.00am – 3.30pm	Stephanie Robinson	TBC	£125.00

14 th	Saturday	A Council Year Webinar	9.30am – 11.30am	Michelle Harper	Zoom	£100.00
17 th	Tuesday	New Clerks Course Joining by the SLCC New Clerk Mentors	10.00am – 3.30pm	Sarah Gaeta	TBC	£125.00
25 th	Wednesday	Financial Regulations Course Core Course required for new Clerks & CiLCA qualification	10.00am – 3.30pm	Stephanie Robinson	TBC	£125.00
		From the 1st April 2026 the course fees will be increased. New Course fees will be advised to Membership				



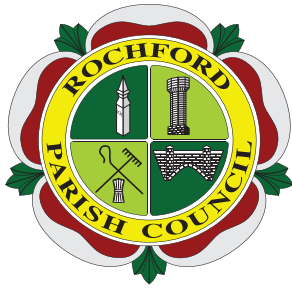
Essex County Council

The Essex Association of Local Councils wishes to thank Essex County for the continued support and financial commitment to subsidise the EALC training strategy and courses run for the parish sector councils in Essex. The courses on this calendar are greatly reduced in price thanks to a Training Grant supplied to EALC.

Clerks & Councillors in the County with a precept of less than 80k can make an application to the Essex Clerks Bursary fund to pay the cost of 75% of the training up to £500 in any one financial year & £240.00 for the EALC Councillor Bursary fund to pay the cost of 75% of the training. Application must be made to the EALC.

All booking forms to be sent to

training@ealc.gov.uk



**MINUTES OF COMMUNITY
PROJECTS**
held on
Wednesday 18th June 2025
commencing at 6.30pm

Present: Councillors Nash (Chair) Edmunds, Williams, Efde,
Thomas, Crosbie, and Weir

In attendance Clerk – Emma Terris
Laura Buckley-Hills

11/25 To receive apologies for absence.

11/25.1 Apologies were received and accepted from Cllr Weir.

12/25 To receive Declarations of Interest.

12/25.1 Cllr Efde declared an interest in Rochford District Council.

13/25 To approve the Minutes of the Meeting held 21st May 2025.

13/25.1 The minutes of the last meeting were signed as a true record of that meeting.

14/25 Confirmation of Budget 2025/2026

14/25.1 Council received the budget.

15/25 Events

15/25.1 Christmas 2025

- a) Cllr Williams proposed to not move forward with timers for the Christmas Lights, Cllr Efde seconded, 2 in favour, 4 against. It was discussed Council needed more information regarding costings. Office to request quotation for light sensors and bring back to Council next month - this was proposed by Cllr Edmunds, seconded by Cllr Crosbie, 5 in favour, 1 abstained. It was unanimously agreed by all Councillors to order 60 red bags and 60 green bags for the Christmas grotto and to have Christmas books, activity packs and chocolate selection packs. It was unanimously agreed to book 8x security marshals for the Christmas Festival, timings to be confirmed by the Events team. If Security are required for the Tractor Run, we will sponsor them.
- b) 2025 costings were accepted.
- c) All posters for the Christmas Event was unanimously agreed by all Councillors.
- d) Office to amend the Partnership Contract.
- e) Cllr Edmunds proposed The Chair of Council, Chair of Community Projects and the Clerk to meet with Amphora, Cllr Efde seconded, 5

in favour, 1 abstained. Cllr Edmunds proposed to accept the forever tree and to bring the item to the next meeting to discuss which charity. Cllr Crosbie seconded, 5 in favour, 1 abstained.

- 15/25.2 Office to request for packages for 2026 for Council to consider for next year.
- 15/25.3 Verbal report given by the Officer. Council thank LBH for her all her hard work in ensuring this event is available for all.

16/25 Annual Parish Meeting

- 16/25.1 It was agreed this would be added to next month's agenda, once we have all the paper work required to move forward.

17/25 80th VE Day 2025

- 17/25.1 Councillors were please to see that all successful entries were able to use the grant for their groups/charities. Office advised that all the grants were gratefully received.

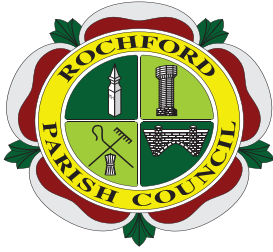
18/25 Roundabout Rochford

- 18/25.1 All Councillors unanimously agreed to the posters for the July Edition Requested for the thank you to Cllr Williams should be forwarded to Full Council – for Council to consider a press release to local newspaper.

19/25 Planning applications

- 25/00338FUL – 38A West Street, Rochford – No Comments

There being no further business the meeting closed at 7:36pm



**Minutes of the meeting of the General Purposes Committee
Held on Wednesday, 18th June 2025
at The Parish Rooms, Rochford at 7.30 pm**

In Attendance:

Councillors: Denise Crosbie
James Edmunds
Daniel Efde (Chair)
Mark Hammond
Linda Thomas
Graham Whitehead
Myra Wier
Arthur Williams

Clerk: Emma Terris

01/25 To Co-opt Cllrs Hanser and Whitehead as members of the General Purposes Committee

- 01/25.1 Cllr Whitehead was Co-opted as a member of the General Purposes Committee. The appointment of Cllr Hanser was deferred to the next meeting.
- 01/25.2 Cllr Williams was appointed as Vice-Chair for the year

02/25 To receive apologies for absence

- 02/25.1 Apologies were received from Cllrs Hammond and Wier.

03/25 To receive any Declarations of Interests

- 03/25.1 Cllr Efde declared an interest in Rochford District Council
- 03/25.2 Cllr Thomas declared an interest in in the allotments as a tenant.

04/25 To approve the Minutes of the Meeting held on 23rd April 2025 as a true record of the meeting.

- 04/25.1 The minutes of the last meeting were agreed as a true record of the meeting and signed by the Chair.

05/25

Allotments

- 05/25.1 The waiting lists were received.
- 05/25.2 The vacant plot list was received.
- 05/25.3 100 Stambridge Road regarding damp at their property. The Clerk advised that the issue is being investigated by the solicitor.
- 05/25.4 Placement of Defibrillator and Bleed Kit. It was agreed that a defibrillator is required at the allotments. The Clerk was asked to investigate suitable units. It was noted that due to the location a unit that is solar powered would be required.
- 05/25.5 Pathway Repairs. The pathway leading to the allotment from Stambridge Road is in poor condition. The Clerk will ask the Maintenance Officer to inspect.
- 05/25.6 Gates. It was noted that the gates are working fine. A spare lock is required. It was suggested that to prevent keys from not being returned the deposit for the key is increased. Clerk to investigate key costs. Tenants to be reminded to return their keys when the lease ends.
- 05/25.7 It was noted that two donors have offered benches to be placed at the allotments. It was noted that there is already a bench situated at the allotments. Cllr Edmunds proposed that the offers are rejected. This was unanimously agreed. Cllr Thomas abstained.

06/25

Rochford Lawn Cemetery

- 06/25.1 A verbal report on the number of burials was received.
- 06/25.2 It has been reported that the tap is not working. It was **agreed** that the Maintenance Officer to be asked to inspect the tap.
- 06/25.3 The Clerk advised that a complaint has been received from a member of the public regarding weeds growing in the cemetery. It was **agreed** that the Clerk will ask the Maintenance Officer to address this as a matter of urgency.
- 06/25.4 It was noted that the area available for burials is nearing capacity. It was **agreed** that the Clerk will write to Rochford District Council to enquire about additional space.

07/25

Rose Garden

- 07/25.1 The queries raised on the draft lease was presented to members. Cllr Efdde proposed that the Clerk approaches Rochford District Council to investigate the possibility of the land being sold to Rochford Parish Council. This was seconded by Cllr Edmunds and carried unanimously.

08/25

Site Visits

08/25.1

It was agreed to arrange a Site Visits and for the Clerk to identify suitable date and time.

There being no further business, the meeting closed at 8.23 pm