

**COUNCILLOR CO-OPTION
APPLICATION FORM**

Please complete the form clearly in black ink using capital letters and keep within the boxes. Continue on another sheet of paper if necessary.

Name:	Rodd Hubbard
Address including postcode:	
Telephone number	
Email address	<hr style="border: 0.5px solid blue;"/>
I am a member of a political party Y / N Name of political party: N/A	
<p>Please explain why you wish to become a councillor. (Use a continuation sheet if necessary.)</p> <p>I am applying to become a parish councillor because I care deeply about the wellbeing and future of our community. I believe that local councils play a vital role in ensuring the voices of residents are heard and that decisions reflect the real needs of the area. I am passionate about contributing to this process and helping to make a positive difference to everyday life in the parish - whether that's supporting local services, protecting community assets, or ensuring transparency in local decision-making.</p>	
<p>What skills and/or experience can you bring to this role? i.e. understanding or experience of Parish Council, Local Government or Civil Service Financial or Strategic Planning, Charing of Boards & Committees, Health & Safety or Human Resources.</p> <p>I bring a combination of personal commitment and practical skills that I believe would benefit the parish council. Professionally, I am a recently retired Customer Services Manager, with over 30+ years' experience working in the banking sector, which has equipped me with the skills to collaborate effectively, listen actively, and communicate clearly. I have a proven track record within Project Delivery and Implementation, which enables me to manage multiple projects to meet critical deadlines.</p> <p>I also have experience in HR administration, process re-engineering and operational management, which has developed my ability to work collaboratively, stay organised, and listen carefully to different viewpoints.</p>	
<p>Please describe your interests in community matters such as the environment, young people, open spaces, Volunteering, Planning etc</p> <p>I have a strong interest in a range of local matters that affect the quality of life in our community. I believe protecting and improving open spaces is vital - both for health and for the environment - and I support initiatives that make our green spaces more accessible and welcoming.</p> <p>I also care about opportunities for young people and would like to see more ways for them to be involved in local life, whether through youth activities or being given a voice on issues that affect them. I value the role of volunteers and the positive impact that local events and groups have in bringing people together. I'm also interested in planning matters and how development can be balanced with preserving the unique character and needs of the parish.</p>	

QUALIFICATIONS* FOR ELECTION AND HOLDING OFFICE AS A COUNCILLOR

You have to be:

- i. a British subject or a citizen of the Commonwealth or the European Union; and
- ii. on the "relevant date" (i.e. the day on which you apply or if there is a poll the day of the election) 18 years of age or over; and additionally:
- iii. on the "relevant day" a local government elector for the council area for which you want to stand; or
- iv. have during the whole of the 12 months preceding that day occupied as owner or tenant any land or other premises in the council area; or
- v. have during that same period had your principal or only place of work in the council area; or
- vi. during that 12 month period resided in the Rochford Parish Council area or if you have lived in the council area or within 3 miles of it for the whole of the 12 months proceeding the "relevant day".

(Please note for the purpose of this co-option the "relevant date" or date of election is the date when this application form is signed)

You cannot apply for co-option if you:

- i. are subject of a bankruptcy restriction order or interim order.
- ii. have, within five years before the day of the election, been convicted in the United Kingdom of any offence and have had a sentence of imprisonment (whether suspended or not) for a period of over three months without the option of a fine.
- iii. work for the council you want to become a councillor for (but you can work for other local authorities, including the principal authorities that represent the same area).

Formal declaration of eligibility to hold office as a councillor

I have read and understood the above terms and condition and sign below to confirm that I am eligible to be considered for the position of a councillor with Rochford Parish Council .

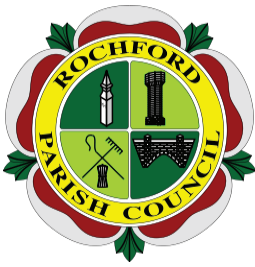
Signed

Print full name

Date

**Relevant legislation:*

Section 79(1) of the Local Government Act 1972 (the 1972 Act) as amended by section 18 of the Electoral Administration Act 2006, which came into force on 7th January 2007



**Minutes of the meeting of the Finance Committee
of Rochford Parish Council held on
Wednesday, 20th August 2025 at 6.30 pm
at The Parish Rooms, Rochford**

In Attendance:

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

Clerk: Emma Terris

No members of the public were present.

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- 37/25 To receive apologies for absence**
37/25.1 There were no apologies for absence received.
- 38/25 To receive any Declarations of Interests**
38/25.1 Cllrs Williams and Efde declared an interest in regard to Rochford District Council.
38/25.2 Cllr Edmunds declared an interest in agenda item 47/25.
38/25.3 Cllrs Williams and Efde declared an interest in agenda item 50/25 and advised that any decision or voting taken on information provided will not be used or determined at any future District Council meeting.
- 39/25 To approve the minutes of the meetings held on Wednesday, 23rd July 2025**
39/25.1 The minutes of the meetings held on Wednesday, 23rd July 2025 were **agreed.**
- 40/25 Bank Reconciliations**
40/25.1 **To receive the bank reconciliations to date.**
Copies of the bank reconciliations for all the council's bank accounts for the period 1st April 2025 to 30th July 2025 were received and **agreed.**
- 40/25.2 **To receive the summary of Receipts and Payments compared to**
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budget for the year to date.

The summary of Receipts and Payments compared to budget was shared with Members. It was noted that there is a need to be mindful of expenditure. Further discussions to take place in due course regarding income generation.

- 40/25.3 **To receive an update on the transition to Scribe Accounts**
The Clerk advised that the transition is progressing well with the accounts, allotments and cemetery databases transferred from Rialtas. Work is required in regard to setting up the Bookings database and this will be undertaken in due course.
- 40/25.4 **To agree to give 6 months' notice to end the Contract with Rialtas**
The Chair proposed that 6 months' notice is given to Rialtas to end the contract. This was seconded by Cllr Efde and unanimously carried.
- 40/25.5 **To receive the Ear Marked Reserves (EMR) Report as of 31st July 2025**
The Ear Marked Reserves (EMR) Report was shared with Members. For information. It was noted that £12,000, which is the amount remaining from the UKSPF grant, has been ringfenced and that this amount can be clawed back if not used within the designated timeframe. It was advised that the grant was to be used to install CCTV in Rochford Square, however, it is not known if this work has been carried out. It was agreed that the Clerk would investigate this further.

41/25 Internal Audit Action Plan

- 41/25.1 **To receive an update on the progress against actions on the Internal Audit Action Plan**

The Internal Audit Action Plan was shared with Councillors. The Clerk gave an update on the work that has been undertaken to date.

It was **agreed** that Cllrs Edmunds and Taylor to be given read only access to Scribe Accounts.

42/25 Bank Accounts

- 42/25.1 **To receive an update on updating the Bank Mandates.**

The Clerk gave an update on the following accounts:

Metro Bank

The Clerk advised that Cllr Nash and Emma Terris (Clerk and RFO) have been added to the bank mandate.

Unity Bank

The Clerk advised that Unity Bank has been unable to amend the bank mandate due to Sally Faulkner, the outgoing Clerk's, signature not matching the signature on the existing bank mandate. Members unanimously **agreed** that Mrs Emma Terris, the newly appointed Clerk and RFO, is added to the Unity Bank mandate and for Sally Faulkner to be removed from the mandate.

CCLA Bank

It was unanimously **agreed** that Sally Faulkner is removed from the mandate of CCLA and for Mrs Emma Terris, the newly appointed Clerk and RFO, to be added to the bank mandate.

The Clerk advised that she would like to investigate looking into alternative current accounts for the Parish Council to ensure there is sufficient coverage to ensure the Parish Council's funds are covered by the Financial Services Compensation Scheme (FSCS) and also to investigate the feasibility of having a credit card to be used by the Clerk. Members **agreed** for the Clerk to undertake this work.

Cash

Members **agreed** that cash is not held in the office and that any cash payments received are paid into the bank account.

43/25

Salary Reporting

43/25.1

To receive an update on the monthly payroll and pension contributions

The Clerk provided an update on the outstanding pension contributions and advised that the pensions account is now fully reconciled and up to date.

43/25.2

To note the 3.2% NJC agreed salary increases to be applied to the Clerk/RFO and Administrative Assistants from 1st April 2025

Members noted the 3.2% NJC agreed salary increases that will be applied to salary payments in August 2025 backdated to 1st April 2025.

44/25

Mobile Phone/IT Equipment

44/25.1

To receive the minutes of the IT Working Party

The minutes of the IT Working Party held on 30th July 2025 were received.

44/25.2

To receive an update on upgrading the office mobile phone

It was noted that a phone and suitable contract has been identified and will be purchased once the new debit card has been received.

44/25.3

To receive an update on the existing Windows 10 Office PC

A report was shared with Members regarding the existing Windows 10 Office PC. It was noted that the PC is unable to be upgraded, and a new box will need to be purchased. It was **agreed** that costs to upgrade the office computer will be shared with Members at the next meeting.

45/25

Insurance

45/25.1

To note the renewal of the Lights Goods Commercial Vehicle Insurance for the Truck

It was noted that the Light Goods Commercial Vehicle Insurance for the truck has been renewed with NFU Mutual prior to the 24th August 2025 renewal deadline.

46/25

The Parish Rooms

46/25.1 **To receive an update on the Parish Rooms**
The Clerk informed Members that Talking Therapy has vacated the Parish Rooms, and the deposit has been repaid to them. The Clerk advised that a decision needs to be made on whether the office is re-let. It was **agreed** that the next Full Council meeting that is taking place on Wednesday, 10th September 2025, will have a reduced agenda to allow time for the usage of The Kings Head and Parish Rooms to be debated.

47/25 St Mark's Hall
47/25.1 **To receive an update on St Mark's Hall**
The Clerk advised that the Heads of Term was signed in March 2025, however the lease has not yet been finalised.

Cllr Edmunds advised that the fire doors that were recently repaired have broken again and added that there is a need for a fire safety inspection of the premises to be undertaken. Cllr Williams proposed that no further work is undertaken on finalising the lease until a fire safety inspection has been carried out. This was seconded by Cllr Efde and unanimously carried.

48/25 Allotments
48/25.1 **To consider increasing the grant to RALGA**
The Clerk advised that she has received an email requesting that the grant is increased to meet the increase in costs that are being incurred. It was agreed that there is a need to undertake a review of the costs incurred in running the allotments before a decision can be made. It was agreed that this item is referred to the General Purposes Committee for discussion at the next meeting.

49/25 Investment Policy
49/25.1 **To receive and review the Investment Policy**
The existing Investment Policy was shared with Members. It was noted that the policy requires updating to meet the needs of the Council. It was agreed that the Clerk will undertake a review of the Policy and bring it back to future Finance Committee for review.

At 8.30 pm it was resolved to continue with the agenda until all business had been completed.

50/25 Planning Matters
36/25.1 **Reference: 25/00539/OUT**
Location: Land between Mount Bovers Lane and Gusted Hall Lane Main Road Hawkwell
Description: Residential development including affordable housing (Class 3); a SEND/Community Facility (Classes F1 and F2), vehicular access from Main Road (with additional emergency vehicular access from Gusted Hall Lane), public open space and associated infrastructure
Comment: Members noted that although this does not fall within the remit of Rochford Parish Council they have concerns regarding the planning application.

Reference: 25/00563/FUL

Location: 36 Lingfield Drive Rochford, SS4 1EA
Description: Proposed single storey rear extension with roof lantern wit
and loft conversion with flat roof rear dormer and front roof
lights and alterations to fenestration at front end rear
Comment: Members had no objection or comment to make

Reference: 25/00567/FUL

Location: Unit 2, Airport Retail Park, Southend Airport, Rochford
Description: Use of Unit 2 as a food store with associated comparison
sales.
Comment: Members had no objection or comment to make

Reference: 36/00637/FUL

Location: Plot 9, Airport Business Park, Southend Cherry Orchard
Way, Rochford
Description: Erection of commercial units operating under Class E(g)
(iii)/B2/B8, with ancillary office space, together with parking,
landscaping and other associated works.
Comment: Members had no objection or comment to make

Reference: 25/00518/FUL

Location: 9 Purdeys Way, Rochford, Essex, SS4 1ND
Description: Alter and adopt a carpark and grass verge to create
additional parking bays.
Comment: Members had no objection or comment to make

Reference: 25/00508/FUL

Location: Unit 2, Airport Retail Park, Southend Airport, Rochford
Description: Installation of mezzanine floor
Comment: Members had no objection or comment to make

Reference: 25/00407/LBC

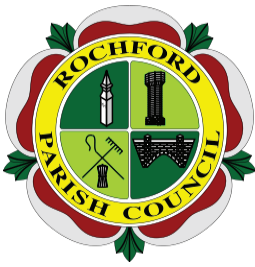
Location: Doggets Farm, Doggets Chase, Rochford
Description: Detach cartlodge from the adjacent barn via removal of lean
to link structure and construct screening around tank
(Revised details received)
Comment: Members had no comment to make.

Due to the increased number of planning applications being received, Members of the Finance Committee recommended that a separate committee is established for planning matters. Cllr Edmunds proposed that this is referred to the Full Council for consideration at the next meeting. This was seconded by Cllr Whitehead and unanimously carried.

With there being no further business to discuss, the Chair thanked everyone for attending. The meeting closed at 9.00 pm

Minutes signed by: _____

Date: _____



**Minutes of the meeting of the Finance Committee
of Rochford Parish Council held on
Wednesday, 24th September 2025 at 7.30 pm
at The Parish Rooms, Rochford**

In Attendance:

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

Clerk: Emma Terris

One member of the public was present.

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- 51/25 To receive apologies for absence**
51/25.1 There were no apologies for absence received.
- 52/25 To receive any Declarations of Interests**
52/25.1 Cllrs Williams and Efde declared an interest in regard to Rochford District Council.
52/25.2 Cllr Taylor declared an interest in agenda item 58/25
52/25.2 Cllrs Williams and Efde declared an interest in agenda item 61/25 and advised that any decision or voting taken on information provided will not be used or determined at any future District Council meeting.
- 53/25 To approve the minutes of the meeting held on Wednesday, 20th August 2025**
53/25.1 The minutes of the meeting held on Wednesday, 20th August 2025 were **agreed**.
- 54/25 Bank Reconciliations**
54/25.1 **To receive the bank reconciliations to date.**
The bank reconciliations for all the council's bank accounts as at 31st August 2025 were received **agreed** and signed by Chair of Finance.
54/25.2 **To receive the summary of Receipts and Payments compared to budget for the year to date.**
The summary of Receipts and Payments compared to budget was shared
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with Members. There were no issues or concerns raised.

54/25.3

To receive an update on the transition to Scribe Accounts

The Clerk advised that the transition is progressing well with the accounts. Scribe are currently working on reinstating the 2022/23 and 2023/24 financial years. Notice has now been given to terminate Rialtas and the contract will end on 31st March 2026. The bookings database has been added and is being tested before going live when the new website is launched in early October.

55/25

Internal Audit Action Plan

55/25.1

To receive an update on the progress against actions on the Internal Action Plan

The Internal Audit Action Plan was shared with Councillors. The Clerk gave an update on the work that has been undertaken to date.

56/25

External Audit

56/25.1

To receive an update from the Clerk on the progress of the external audit

The Clerk advised that following queries raised on the AGAR Form 3 and supporting documentation, that subject to sign off by an engagement lead, the following 'except for' matters (qualifications) on the AGAR Form 3 will be raised.

- The AGAR was not accurately completed before submission for review:
 - Information received from the smaller authority indicates that assets purchased during the prior year have not been included in Section 2, Box 9.
- The smaller authority has disclosed that it made proper provision during the year 2024/25 for the exercise of public rights, by answering 'Yes' to Section 1, Assertion 4. However, as was reported last year, we are aware that it failed to do this and therefore should have answered 'No' to this Assertion. It has also disclosed that it took appropriate action on all matters raised in reports from internal and external audit, by answering 'Yes' to Section 1, Assertion 7, which, on the basis of the above, is not correct.
- Section 1, Assertion 5, has been incorrectly completed. Information received from the smaller authority highlights that risk management arrangements were not reviewed and approved by the authority during the year. As a result, this assertion should have been answered 'No'.
- Section 1, Assertion 1 has been incorrectly completed, the council failed to publish statutory documents that breach the Transparency Code 2015 and ICO expectations under the Model Publication Scheme. This is consistent with the Internal Auditor's response to Internal Control Objective L

- Section 1, Assertion 3 has been incorrectly completed, the council failed to meet the statutory publication requirements under the Accounts and Audit Regulations 2015. This is consistent with the Internal Auditor's response to Internal Control Objective N

The AGAR will be published once the notice of conclusion of audit has been received from the external auditor. The Clerk added that work is being undertaken to address the points raised.

57/25

Bank Accounts

57/25.1

To receive an update regarding updating the bank mandate at Unity Bank and CCLA

The Clerk advised that Sally Faulkner has now been removed from the bank mandate for Unity Bank and Emma Terris, has been added and now has full access to the bank account. The bank mandate for CCLA is currently in process of being amended.

57/25.2

To receive a report from the Clerk regarding suitable bank accounts for the council and possible agree to make a recommendation to Full Council to open additional current/savings account

Members received a report detailing suitable bank accounts. Cllr Edmunds proposed that the Finance Committee recommend to Full Council to consider and possibly agree to opening an additional current account with Unity Bank with a view to making this the main account for the council. This was seconded by Cllr Williams and unanimously carried.

57/25.3

To receive a report from the Clerk and possibly agree to changing from Square to Stripe for online payments

The Clerk informed Members that invoices are now being raised from Scribe, the council's accounting package. There is a function within Scribe that will allow invoices to be settled by credit or debit card via a link on the invoice. The Clerk advised that Square, which the council currently uses for online payment, is not compatible with Scribe. Stripe, which is comparable in price to Square, is fully compatible with the bookings and invoicing software. Following a discussion, it was agreed that there is a need to streamline the payment process, and it was **agreed** that the council moves from Square to Stripe to facilitate online bookings.

58/25

Budget Preparation

58/25.1

To receive and review the price lists for all council assets.

The price lists for all council assets were shared with Members for information. It was agreed that there is a need for a full review of charges to be undertaken for costs to be reflected in this year's budget planning. Members asked for detailed comparison of charges from similar providers to be shared with Members at the next meeting.

58/25.2

To receive and review possible grant increase to RALGA

This item was deferred until the comparison of income and expenditure is undertaken.

59/25

Mobile Phone/IT Equipment

59/25.1

To receive an update on upgrading the office mobile phone

The Clerk advised that a suitable phone has been identified at a cost of £38+VAT a month and will shortly be purchased.

59/25.2

To receive an update on the existing Windows 10 Office PC

Members **agreed** to delegate authority to the Clerk to upgrade the existing Office PC that is unable to support Windows 11, provided costs remain within her delegated limit of £300.00.

60/25

Policy Review

60/25.1

To receive and review the Investment Policy

The updated Investment Policy was shared with Members for review. It was agreed that a working party is established to review the policy prior to approval at Full Council.

60/25.2

To receive and review the Reserves

The updated Reserves Policy was shared with Members for review. It was agreed that a working party is established to review the policy prior to approval at Full Council.

60/25.3

To receive and review the updated Financial Regulations

The updated Financial Regulations was shared with Members for review. It was agreed that a working party is established to review the policy prior to approval at Full Council.

61/25

Planning Matters

36/25.1

Reference: 25/00570/OUT

Location: Land Adjacent to Ardleigh House, Hall Road, Rochford, Essex

Description: Outline application with all matters reserved for one detailed self-build dwelling.

Comment: Councillors had no object or comment to make on this application.

Reference: 25/00623/FUL

Location: 76 West Street, Rochford, Essex, SS4 1AU

Description: Replacement of existing glazed wood casement windows with double glazed UPVC casement windows.

Comment: Councillors objected to this application due to the conservation area and the need to ensure the windows match the other properties windows.

Reference: 25/00581/FUL

Location: Green Shutters, Hall Road, Rochford

Description: Extension to existing garage

Comment: Members 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 8.56 pm

Minutes signed by: -----

Date: -----

Rochford Parish Council PAYMENTS LIST

Vouche Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
374	01/09/2025		Metro Bank Current / DD		Daisy XLN Mobile	Daisy Communications Lim	S	10.63	2.13	12.76
378	08/09/2025		Metro Bank Current / FT2525562BPC		Dog Waste Collection	TBS Hygiene Ltd	S	25.00	5.00	30.00
380	08/09/2025		Metro Bank Current / FT25255TDZMF		Waste Collection	P.F. Ahern (London) Limite	S	38.90	7.78	46.68
369	08/09/2025		Metro Bank Current / FT25255WSRY3		Lighting Column Testing	Lamps and Tubes Illuminal	S	2,375.00	475.00	2,850.00
391	08/09/2025		Metro Bank Current / FT252550ZBX4		Postage	James Faulkner	X	232.50		232.50
370	08/09/2025		Metro Bank Current / FT25255LV59K		Roundabout Rochford	Roundabout Publications	X	275.00		275.00
371	08/09/2025		Metro Bank Current / DD		Sky Broadband	Sky Business	S	40.71	8.14	48.85
372	08/09/2025		Metro Bank Current / FT25255HH5T		Bus Stop Cleaning	J&P Prior	S	132.54	26.51	159.05
373	08/09/2025		Metro Bank Current / FT25255XTMT		RHALC	RHALC	X	47.00		47.00
375	08/09/2025		Metro Bank Current / DD		Scribe Accounts	Starboard Systems Limited	S	240.00	48.00	288.00
376	08/09/2025		Metro Bank Current / FT25255X9XD4		Cleaning	Neatwork Services Ltd	S	667.00	133.40	800.40
377	08/09/2025		Metro Bank Current / FT25255X9XD4		Cleaning	Neatwork Services Ltd	S	410.00	82.00	492.00
379	08/09/2025		Metro Bank Current / DD		Parish Rooms Electricity	EDF Energy	L	74.37	3.72	78.09
381	08/09/2025		Metro Bank Current / FT25255TDZMF		Waste Collection	P.F. Ahern (London) Limite	S	57.67	11.53	69.20
382	08/09/2025		Metro Bank Current / FT25255TDZMF		Waste Collection	P.F. Ahern (London) Limite	S	63.44	12.68	76.12
383	08/09/2025		Metro Bank Current / DD		Gas Parish Rooms	SSE Energy Solutions	L	17.78	0.89	18.67
384	08/09/2025		Metro Bank Current / DD		Gas St Marks	SSE Energy Solutions	L	37.62	1.88	39.50
387	08/09/2025		Metro Bank Current / FT25255ZJ60R		Maintenance Supplies	Huws Gray Ltd	S	45.68	9.14	54.82
388	08/09/2025		Metro Bank Current / FT252550ZBX4		Microsoft	Microsoft	S	49.61	9.92	59.53
389	08/09/2025		Metro Bank Current / FT252550ZBX4		Microsoft	Microsoft	S	40.10	8.02	48.12
390	08/09/2025		Metro Bank Current /		Staff Expenses	Cathy Balding	X	30.92		30.92
407	12/09/2025		Metro Bank Current / DD		Parish Rooms Electricity	N Power	L	874.94	45.74	920.68
408	19/09/2025		Imprest Account		Salary Payment	Laura Buckley-Hills	X	1,842.73		1,842.73
409	19/09/2025		Imprest Account		Salary Payment	Catherine Balding	X	436.80		436.80
410	19/09/2025		Metro Bank Current /		Salary Payment	Sally Faulkner	X			
411	19/09/2025		Imprest Account		Salary Payment	James Faulkner	X	1,842.73		1,842.73
412	19/09/2025		Imprest Account		Salary Payment	Nigel Sladden	X	97.68		97.68
413	19/09/2025		Imprest Account		Salary Payment	Emma Terris	X	1,997.03		1,997.03
414	19/09/2025		Imprest Account		Councillors Allowance	Daniel Erde	X	43.40		43.40
415	19/09/2025		Imprest Account		Councillors Allowance	Arthur Williams	X	40.00		40.00
416	19/09/2025		Imprest Account		Councillors Expenses	Graham Whitehead	X	40.00		40.00
417	19/09/2025		Imprest Account		Councillors Allowance	James Cottis	X	40.00		40.00
418	19/09/2025		Imprest Account		Councillors Allowance	Shelley Taylor	X	40.00		40.00

Rochford Parish Council PAYMENTS LIST

Vouche Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
419	19/09/2025		Imprest Account		Councillors Allowance	Derek Brown	X	35.60		35.60
420	19/09/2025		Imprest Account		Chairman's Allowance	James Edmunds	X	106.21		106.21
425	24/09/2025		Metro Bank Current /	FT252686ML4Y	Waste Collection	TBS Hygiene Ltd	S	25.00	5.00	30.00
433	24/09/2025		Metro Bank Current /	FT2526886ML4Y	Waste Collection	TBS Hygiene Ltd	S	224.00	44.80	268.80
428	24/09/2025		Metro Bank Current /	FT252687846Y	Hand Towels	Power Hygiene	S	30.39	6.08	36.47
429	24/09/2025		Metro Bank Current /	FT25268NCLT2	Streetlight Maintenance	A&J Lighting Solutions Limi	S	439.00	87.80	526.80
437	24/09/2025		Metro Bank Current /	FT252689JD3T	Cody Buckley Hills	Cody Buckley+Hills	X	45.00		45.00
426	24/09/2025		Metro Bank Current /	FT25268N2XBK	Staff Training	EALC	S	125.00	25.00	150.00
432	24/09/2025		Metro Bank Current /	FT25268Y5WYS	Photocopier Rental	Kent County Council	S	115.59	23.12	138.71
442	24/09/2025		Metro Bank Current /	FT25268ZHF BW	3 Mobile	3 Mobile	X	29.78		29.78
423	24/09/2025		Metro Bank Current /		B Groves Hall Deposit	B Groves Hall Deposit	X			
424	24/09/2025		Metro Bank Current /		B Groves	B Groves Hall Deposit	X			
427	24/09/2025		Metro Bank Current /	FT25268VRT87	Kings Head Rent	ParaBar Developments Ltd	X	1,250.00		1,250.00
430	24/09/2025		Metro Bank Current /	FT25268VRT87	Kings Head Rent	ParaBar Developments Ltd	X	1,250.00		1,250.00
431	24/09/2025		Metro Bank Current /	FT25268VRT87	Kings Head Rent	ParaBar Developments Ltd	X	1,250.00		1,250.00
434	24/09/2025		Metro Bank Current /	DD	Electricity Supply St. Marks	SSE Energy Solutions	L	36.45	1.82	38.27
435	24/09/2025		Metro Bank Current /	DD	WC Electricity Back Lane	SSE Energy Solutions	L	924.21	46.21	970.42
436	24/09/2025		Metro Bank Current /		Water Parish Rooms	Wave Utilities	X	29.66		29.66
438	24/09/2025		Metro Bank Current /	DD	Electricity Street Lighting	N Power	L	335.08	16.75	351.83
439	24/09/2025		Metro Bank Current /	DD	Electricity Street Lighting	N Power	L	280.90	14.04	294.94
440	24/09/2025		Metro Bank Current /	DD	Electricity Street Lighting	N Power	L	485.13	24.26	509.39
441	24/09/2025		Metro Bank Current /	DD	Electricity Street Lighting	N Power	L	382.45	19.12	401.57
443	25/09/2025		Metro Bank Current /		Water Parish Rooms	Wave Utilities	X	13.02		13.02
Total								19,619.25	1,205.48	20,824.73

Rochford Parish Council RECEIPTS LIST

Vouche Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
162	01/09/2025		Metro Bank Current /		Parish Rooms Hire	Essex Partnership Universit	X	180.00		180.00
74	03/09/2025		Metro Bank Current /		Allotment Fee	Linda Thomas	Z	78.08		78.08
75	03/09/2025		Metro Bank Current /		Allotment Fee	Linda Thomas	Z	39.04		39.04
132	03/09/2025		Metro Bank Current /		Hall Hire	South Essex Film Makers (E	120.00		120.00
134	03/09/2025		Metro Bank Current /		Hall Hire	Steven Ireson	E	20.00		20.00
76	04/09/2025		Metro Bank Current /		Allotment Fee	Robert Graves	Z	36.48		36.48
77	04/09/2025		Metro Bank Current /		Allotment Fee	Robert Graves	Z	27.87		27.87
78	04/09/2025		Metro Bank Current /		Allotment Fee	Robert Graves	Z	29.12		29.12
133	04/09/2025		Metro Bank Current /		Allotment Fee	Janette Fatt	Z	39.04		39.04
79	05/09/2025		Metro Bank Current /		Allotment Fee	Maureen Lamb	Z	20.80		20.80
135	05/09/2025		Metro Bank Current /		Allotment Fee	Mark Spooner	Z	27.31		27.31
136	05/09/2025		Metro Bank Current /		Allotment Fee	Louise Best	Z	22.40		22.40
137	05/09/2025		Metro Bank Current /		Allotment Fee	R Shead	Z	35.84		35.84
138	05/09/2025		Metro Bank Current /		Allotment Fee	Keith Heritage	Z	74.24		74.24
139	05/09/2025		Metro Bank Current /		Allotment Fee	Tracey Gibson	Z	20.32		20.32
140	05/09/2025		Metro Bank Current /		Allotment Fee	Lee-Anne Evans	Z	38.40		38.40
141	05/09/2025		Metro Bank Current /		Allotment Fee	Alex Tickett	Z	21.60		21.60
142	05/09/2025		Metro Bank Current /		Allotment Fee	Ray Stephenson	Z	39.84		39.84
143	05/09/2025		Metro Bank Current /		Allotment Fee	Louise White	Z	9.92		9.92
144	05/09/2025		Metro Bank Current /		Allotment Fee	Willson	Z	21.60		21.60
81	08/09/2025		Metro Bank Current /		Allotment Fee	D Marshall	Z	11.50		11.50
82	08/09/2025		Metro Bank Current /		Allotment Fee	Steven Medland	Z	11.99		11.99
83	08/09/2025		Metro Bank Current /		Allotment Fee	Tracey Capon	Z	6.40		6.40
84	08/09/2025		Metro Bank Current /		Allotment Fee	Cheryl Lench	Z	18.56		18.56
85	08/09/2025		Metro Bank Current /		Allotment Fee	Christina Humphries	Z	18.88		18.88
86	08/09/2025		Metro Bank Current /		Allotment Fee	Siobhan Taylor	Z	15.04		15.04
145	08/09/2025		Metro Bank Current /		Allotment Fee	Jack Walker	Z	40.64		40.64
146	08/09/2025		Metro Bank Current /		Allotment Fee	Ama Frenpong	Z	20.96		20.96
147	08/09/2025		Metro Bank Current /		Allotment Fee	Mark Lamkin	Z	18.72		18.72
148	08/09/2025		Metro Bank Current /		Allotment Fee	Louise Kinna	Z	33.92		33.92
80	09/09/2025		Metro Bank Current /		Allotment Fee	Lewis King	Z	18.40		18.40
91	09/09/2025		Metro Bank Current /		Allotment Fee	Ray Carson	Z	20.00		20.00
92	09/09/2025		Metro Bank Current /		Allotment Fee	Ray Carson	Z	20.00		20.00

Rochford Parish Council RECEIPTS LIST

Vouche Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
93	09/09/2025		Metro Bank Current /		Allotment Fee	Christine Baddeley	Z	20.48		20.48
94	09/09/2025		Metro Bank Current /		Allotment Fee	Ian Titterton	Z	21.47		21.47
149	09/09/2025		Metro Bank Current /		Allotment Fee	Ruth Harley	Z	19.84		19.84
150	09/09/2025		Metro Bank Current /		Allotment Fee	Phil Shaw	Z	40.64		40.64
151	09/09/2025		Metro Bank Current /		Allotment Fee	Adela Sayer	Z	25.60		25.60
152	09/09/2025		Metro Bank Current /		Allotment Fee	Matthew Cain	Z	39.36		39.36
153	09/09/2025		Metro Bank Current /		Allotment Fee	Matthew Cain	Z	39.04		39.04
98	10/09/2025		Metro Bank Current /		Allotment Fee	Barry Fox	Z	16.80		16.80
154	10/09/2025		Metro Bank Current /		Allotment Fee	S Cundy	Z	16.48		16.48
155	10/09/2025		Metro Bank Current /		Allotment Fee	S Cundy	Z	19.20		19.20
156	10/09/2025		Metro Bank Current /		Allotment Fee	Justine Shipp	Z	8.07		8.07
157	11/09/2025		Metro Bank Current /		Allotment Fee	Sarah Gearing	Z	17.92		17.92
161	11/09/2025		Metro Bank Current /		Ayson Parish rooms rent	Ayson H Ltd	X	368.75		368.75
99	12/09/2025		Metro Bank Current /		Allotment Fee	M Humphreys	Z	74.24		74.24
100	12/09/2025		Metro Bank Current /		Allotment Fee	David Rolph	Z	27.52		27.52
101	12/09/2025		Metro Bank Current /		Allotment Fee	D Marshall	Z	38.08		38.08
158	12/09/2025		Metro Bank Current /		Allotment Fee	Elizabeth Allen	Z	12.96		12.96
159	12/09/2025		Metro Bank Current /		Allotment Fee	Pauline Jane	Z	40.96		40.96
102	15/09/2025		Metro Bank Current /		Allotment Fee	Eric Terry	Z	17.44		17.44
103	15/09/2025		Metro Bank Current /		Allotment Fee	Eric Terry	Z	19.04		19.04
106	15/09/2025		Metro Bank Current /		Allotment Fee	Alaxia Mahers	Z	18.72		18.72
160	15/09/2025		Metro Bank Current /		Allotment Fee	J Hannah	Z	20.64		20.64
104	16/09/2025		Metro Bank Current /		Allotment Fee	Alan Rogerson	Z	18.08		18.08
105	16/09/2025		Metro Bank Current /		Allotment Fee	Annette Payne	Z	18.24		18.24
163	16/09/2025		Imprest Account		Allotment Fee	Steven Bull	Z	77.76		77.76
107	17/09/2025		Metro Bank Current /		Allotment Fee	Roy Ford	Z	35.84		35.84
108	17/09/2025		Metro Bank Current /		Allotment Fee	Roy Ford	Z	40.32		40.32
128	17/09/2025		Metro Bank Current /		Allotment Fee	Michael Howes	Z	19.84		19.84
127	18/09/2025		Metro Bank Current /		Allotment Fee	Barry Taylor	Z	17.97		17.97
123	19/09/2025		Metro Bank Current /		Allotment Fee	Michael Street	Z	17.76		17.76
124	19/09/2025		Metro Bank Current /		Allotment Fee	Steven McMahon	Z	26.85		26.85
125	19/09/2025		Metro Bank Current /		Allotment Fee	Dan Phillips	Z	20.96		20.96
126	19/09/2025		Metro Bank Current /		Hall Hire	Nadia Georgious	E	40.00		40.00
121	22/09/2025		Metro Bank Current /		Allotment Fee	John Lundgate	Z	18.40		18.40

Rochford Parish Council RECEIPTS LIST

Vouche Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
122	22/09/2025		Metro Bank Current /		Allotment Fee	Tracey Crosby	Z	18.40		18.40
109	23/09/2025		Metro Bank Current /		Allotment Fee	Leonard Bullock	Z	10.82		10.82
110	23/09/2025		Metro Bank Current /		Allotment Fee	Leonard Bullock	Z	10.82		10.82
111	23/09/2025		Metro Bank Current /		Allotment Fee	Wayne Braun	Z	19.52		19.52
112	23/09/2025		Metro Bank Current /		Allotment Fee	Wayne Braun	Z	20.64		20.64
113	23/09/2025		Metro Bank Current /		Allotment Fee	W Braun	Z	19.52		19.52
114	23/09/2025		Metro Bank Current /		Allotment Fee	Wayne Braun	Z	19.68		19.68
116	23/09/2025		Metro Bank Current /		Allotment Fee	Steven Bishop	Z	24.53		24.53
117	23/09/2025		Metro Bank Current /		Allotment Fee	Steven Bishop	Z	14.40		14.40
118	23/09/2025		Metro Bank Current /		Allotment Fee	Stephanie Wilkinson	Z	28.32		28.32
115	23/09/2025		Metro Bank Current /		Memorial permit	Memorial Perfection	Z	84.25		84.25
119	24/09/2025		Metro Bank Current /		Allotment Fee	Jackie Cowell	Z	40.16		40.16
165	24/09/2025		Metro Bank Current /		Allotments	Allotment.Income	X	315.00		315.00
166	24/09/2025		Metro Bank Current /		Allotment Fee	Stephanie Baker	Z			
167	24/09/2025		Metro Bank Current /		Allotment Fee	D P Osborne	Z			
168	24/09/2025		Metro Bank Current /		Allotment Fee	George Ewing	Z			
169	24/09/2025		Metro Bank Current /		Allotment Fee	Ian Titterton	Z			
170	24/09/2025		Metro Bank Current /		Allotment Fee	Barry Plumbley	Z			
171	24/09/2025		Metro Bank Current /		Allotment Fee	Gatward	Z			
130	24/09/2025		Metro Bank Current /		Allotment Fee	Nicola Adley	Z	38.08		38.08
131	24/09/2025		Metro Bank Current /		Allotment Fee	Nicola Adley	Z	36.80		36.80
120	24/09/2025		Metro Bank Current /		Allotment Fee	Damien King	Z	18.72		18.72
164	24/09/2025		Metro Bank Current /		B Groves Hall Deposit	B Groves Hall Deposit	X	50.00		50.00
129	24/09/2025		Metro Bank Current /		Memorial permit	Oakwood Memorials	Z	84.25		84.25
172	25/09/2025		Metro Bank Current /		Allotment Fee	Russell Nash	Z	38.40		38.40
173	25/09/2025		Metro Bank Current /		Allotment Fee	Rose Freeman	Z	19.68		19.68
174	29/09/2025		Metro Bank Current /		Allotment Fee	Ellie Smith	Z	16.48		16.48
175	29/09/2025		Metro Bank Current /		Allotment Fee	Bates	Z	40.47		40.47
176	30/09/2025		Metro Bank Current /		Allotment Fee	Sarah Patrick	Z	19.04		19.04
177	30/09/2025		Metro Bank Current /		Allotment Fee	John O'leary	Z	11.47		11.47
Total								3,431.63		3,431.63

Section 3 – External Auditor’s Report and Certificate 2024/25

In respect of **Rochford Parish Council - EX0207**

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2025; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2024/25

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Please see below

Other matters not affecting our opinion which we draw to the attention of the authority:

The smaller authority has submitted its AGAR and supporting documentation prior to 30 September 2025; however, we have not been able to complete our review work in time to enable the smaller authority to publish the required documentation in line with statutory requirements. Once we have completed our review a final report will be provided with the certificate of completion detailing any qualifications and 'other' matters.

Our fee note for the limited assurance review will be issued when we certify completion.

3 External auditor certificate 2024/25

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2025.

We do not certify completion because:

We have not been able to complete our review work in time to enable the smaller authority to publish the required documentation in line with statutory requirements.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

Date

28/09/2025

Section 1 – Annual Governance Statement 2024/25

We acknowledge as the members of:

Rochford Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2025, that:

	Agreed		*Yes* means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

25/06/2025

and recorded as minute reference:

~~37/25~~

37/25-1 REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair



Clerk



<https://www.rochfordparishcouncil.gov.uk>

Section 2 – Accounting Statements 2024/25 for


Rochford Parish Council

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	
1. Balances brought forward	215,274	190,179	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	242,315	268,456	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	79,313	120,293	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	152,009	121,030	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	194,714	169,699	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	190,179	288,199	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	188,563	285,186	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	170,704	161,194	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)				The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2025 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval


Date 25/06/2025

I confirm that these Accounting Statements were approved by this authority on this date:

25/06/2025

as recorded in minute reference:

M137/25.2

Signed by Chair of the meeting where the Accounting Statements were approved


Date 25/06/2025

ROCHFORD PARISH COUNCIL
REPORT

COMMITTEE	Full Council
DATE OF MEETING	Wednesday, 8 th October 2025
SUBJECT	Unity Bank Account
AUTHOR	Emma Terris
CIRCULATION	Full Council

Current Accounts

Unity Bank

Offers robust online banking services that suit the needs of councils. The dual authorisation feature and strong customer support stand out. They are quick to deal with any issues and very proactive when contacting them for support. We currently hold a savings account with Unity.

Costs - £6 a month

Positives

- They are familiar with Parish, Town and Community councils and their banking needs.
- Straightforward dual authorisation system
- The bank's customer service, ethical banking policy and reliability receive high praise.
- Used by many parish councils, including Rettendon and Barling.
- Can pay in cash via Post Office
- Can pay in cheques at Nat West

Negatives

- Charges a monthly fee
- No interest is paid on current accounts

Metro Bank (Existing Current Account)

Metro bank is a relatively new high street banking chain. The council currently holds 3 accounts with Metro – a current account, an impreset account (debit card) and savings account.

Costs – £12 a month

Positives

- Has a branch in Southend.

Negatives

- Customer service is poor.
- Clunky online authorisation.
- Took nearly 3 months to update signatories on the account.



ESSEX ASSOCIATION OF LOCAL
COUNCILS

2025-2026 Training Calendar

Courses, Webinars & Briefings

September 2025 *Courses, Webinars & Briefings*						
9th	Tuesday	Councillor Training Day 1 Modules 1 & 2	10.00am – 4.00pm	Stephanie Gill & Michelle Harper	Maldon Town Council	£125.00
10th	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	Online	£84.00
13th	Saturday	Chair Training Day 1 Modules 1 & 2	9.30am – 3.00pm	Stephanie Gill & Clare Milligan	Maldon Town Council	£136.50
15th	Monday	Financial Regulations Core Course required for new Clerks & CILCA qualification	10.00am – 3.30pm	Stephanie Robinson	Witham Town Council - Hybrid	£125.00
16th	Tuesday	Councillor Training Day 2 Modules 3 & 4	10.00am – 3.30pm	Stephanie Gill & Michelle Harper	Maldon Town Council	£125.00
18th	Thursday	**New Course for 2025** Managing Projects	10.00am – 3.30pm	Michelle Harper	TBC	£125.00
20th	Saturday	Chair Training Day 2 Modules 3 & 4	9.30am – 3.00pm	Stephanie Gill & Clare Milligan	Maldon Town Council	£136.50
25th	Thursday	EALC 81 st AGM –	6.30-8.30pm		Rural Community Council of Essex Threshelfords Business Park Inworth Road Feering Essex CO5 9SE	

October 2025 *Courses, Webinars & Briefings*						
2 nd	Thursday	Function of Committees & Delegated Powers	10.00am – 1.00pm	Michelle Harper	Coggeshall village hall	£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	Coggeshall village hall	£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	Coggeshall village hall	£125.00

November 2025

Courses, Webinars & Briefings

4th	Tuesday	Clerks Refresher Course	10.00am – 3.30pm	Sarah Gaeta	TBC	£125.00
5th	Wednesday Evening	Evening Councillor Training Module 1	7.00pm – 9.00pm	Stephanie Gill & Clare Milligan	Zoom	£315.00 for all 4 modules
5th	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
6th	Thursday	Budget & Precept <i>Core Course required for new Clerks & CiLCA qualification</i>	10.00am – 1.00pm	Stephanie Robinson	TBC	£84.00
8th	Saturday	Councillor Training Day 1 Modules 1 & 2	9.30am – 3.30pm	Stephanie Gill & Michelle Harper	TBC	£136.50
11th	Tuesday	Roles & Responsibilities Course <i>Core Course required for new Clerks & CiLCA qualification</i>	10.00am – 1.00pm	Sarah Gaeta	TBC	£84.00
12th	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
12th	Wednesday Evening	Evening Councillor Training Module 2	7.00pm – 9.00pm	Stephanie Gill & Clare Milligan	Zoom	£315.00 for all 4 modules
12th	Wednesday	Standing Orders <i>Core Course required for new Clerks & CiLCA qualification</i>	10.00am - 1.00pm	Stephanie Gill	Zoom	£84.00
13th	Thursday	Council Finance Receipts & Payments for Small to medium Sized Councils <i>Core Course required for new Clerks & CiLCA qualification</i>	10.00am – 1.00pm	Stephanie Robinson	TBC	£84.00
15th	Saturday	Councillor Training Day 2 Modules 3 & 4	9.30am – 3.00pm	Stephanie Gill & Michelle Harper	TBC	£136.50
18th	Tuesday	Minutes & Agenda Course <i>Core Course required for new Clerks & CiLCA qualification</i>	10.00am – 1.00pm	Sarah Gaeta	TBC	£84.00

November 2025

Courses, Webinars & Briefings

19 th	Wednesday Evening	Evening Councillor Training Module 3	7.00pm – 9.00pm	Stephanie Gill & Clare Milligan	Zoom	£315.00 for all 4 modules
25 th	Tuesday	Law & Procedures Course Core Course required for new Clerks & CILCA qualification	10.00am – 3.30pm	Stephanie Robinson	TBC	£125.00
26 th	Wednesday	Protecting Commons, Greens & Open Spaces Webinar – Session 1	9.00am – 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	9.00am – 1.00pm	The Open Spaces Society	Zoom	£160.00 for 2 sessions

		January 2026							
		Courses, Webinars & Briefings							
28 th	Wednesday	Advanced Councillor Training The Next Steps Day 1	10.00am – 4.00pm	Stephanie Gill & Michelle Harper	TBC	£125.00			
		February 2026							
		Courses, Webinars & Briefings							
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						
Courses, Webinars & Briefings						
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 24th September
2025
commencing at 6.32pm**

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

In attendance Clerk – Emma Terris
Laura Buckley-Hills
Graham Whitehead
1 member of the public

27/25 To receive apologies for absence.

20/25.1 Apologies received and accepted from Cllr Thomas.

28/25 To receive Declarations of Interest.

21/25.1 No declarations of interest were received.

29/25 To approve the Minutes of the Meeting held 23rd July 2025.

22/25.1 The minutes of the last meeting were signed as a true record of that meeting.

30/25 Events

30/25.1 Christmas 2025

i) Cllr Edmunds proposed to postpone the timers/sensors on the lamp posts and to reinvestigate once we know the status internally and devolution. Also to investigate the costings to see if they are cost effective. Cllr Crosbie seconded, all Councillors in favour. Office to put a statement on our website/socials. Office to request the cleaning company to attend the Christmas Event midday to reclean/refill. It was unanimously agreed by all Councillors that the Office and the Events team can manage the sale of the stalls, should the need to have more gazebos is required. It was unanimously agreed by all Councillors the office can order the business award sticker and business trophy for the Christmas Window Competition. Councillors discussed which local charities they would like to put forward to the Tabor family for their charity collection at the tractor run – Office to forward the list.

a) Office advised the dementia bus will not be able to attend on 1st October 2025. Office to request an alternative date.

Office to invite Applause Rural Touring to attend the next Community Projects Meeting in October.

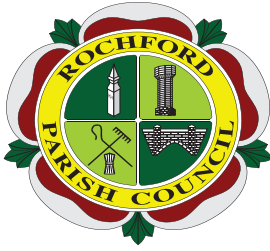
- ii) Information Day report was accepted. It was unanimously agreed by all Councillors for the Parish Council to continue the mornings in Rochford. Office to speak to the WI Hall and to organise dates for 2026.
- iii) Remembrance Day – it was unanimously agreed by all Councillors under the Clerk allowance the security can be ordered.

31/25 Roundabout Rochford

31/25.1 It was unanimously agreed by all Councillors that all Rochford Parish Christmas Events and The Charles Tabor Christmas Tractor Run to be put in the November Edition of Roundabout Rochford.

32/25 Planning applications - None at time of issue

There being no further business the meeting closed at 7.31pm



**Minutes of the meeting of the General Purposes Committee
Held on Wednesday, 17th September 2025
at The Parish Rooms, Rochford at 7.00 pm**

In Attendance:

James Faulkner

Councillors:

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

Clerk:

Emma Terris
James Faulkner

-
- 16/25 To receive apologies for absence**
16/25.1 Cllr Weir, Cllr Hanser and Cllr Thomas.
- 17/25 To receive any Declarations of Interests**
17/25.1 Cllr Efde declared an interest in Rochford District Council
17/25.2 Cllr Williams declared an interest in Rochford District Council
- 18/25 To Co-opt Councillors onto the committee**
18/25.1 Cllr Whitehead was nominated as Vice Chair of the committee by Cllr Williams which was seconded by Cllr Crosbie and unanimously carried.
18/25.2 Cllr Hanser was proposed by Cllr Efde. A vote was held and all were in favour.
- 19/25 To approve the Minutes of the Meeting held on 16th July 2025 as a true record of the meeting.**
11/25.1 The minutes of the last meeting were **agreed** as a true record of the meeting and signed by the Chair.

- 20/25 Allotments**
 12/25.1 A report on waiting list was received.
 12/25.2 A report on the vacant plots was received.
 12/25.3 A report for different defibrillator cases was received including solar, heated and non-heated cases. It was proposed by Cllr Efde that the committee purchase a non-heated case from DefibWarehouse. This was **agreed** unanimously.
 12/25.5 The quote for the tree survey was received by committee. A discussion was held and agreed to wait one month to see if additional companies provide quotes.

- 13/25 Rochford Lawn Cemetery**
 13/25.1 A verbal report was received on the number of burials and cremated ashes in the plot since the last meeting.
 13/25.2 A verbal report given on the maintenance of the cemetery was received.
 13/25.3 A discussion was held about displaying notices on headstones that require maintenance. It was proposed by Cllr Edmunds to order A6 sized weatherproofed notices that can be attached to the headstones to help ease distress as to not cover the names. This was seconded by Cllr Whitehead and voted in favour unanimously.
 13/25.4 A verbal update received about the tap in the ashes area; it was **agreed** that a new standpipe is to be installed.

- 14/25 Bench**
 14/25.1 An update was received about the vandalism to the bench placed on Bradley way. It was proposed by Cllr Edmunds that the Maintenance Officer is allocated a budget of up to £350.00 to repair the damage. This was seconded by Cllr Crosbie and unanimously carried.

- 15/25 VAS Sign**
 15/25.1 A verbal report was received that the council now have permission to place the VAS sign in the location show. Rochford Parish Council will work with Essex County Council to install the sign.

- 14/25 Asset Pricing**
 14/25.1 This was deferred to the Finance Committee.

- 14/25 Remembrance Day**
 14/25.1 This was deferred to the Community Projects Committee.

There being no further business, the meeting closed at 8.02 pm

-Signed:Chair

ANNUAL GENERAL MEETING

held at The Old Fire Station Southend Road Hockley SS5 4QH

Thursday 17th July 2025 at 7.30pm

MINUTES

PRESENT:

Ashingdon PC	Cllrs.D Constable, S Osborne, D Catchpole
Barling Magna. PC	Cllr M Steptoe
Canewdon PC	Cllr. L Van Houton, Asst Clerk Katherine Hayden
Great Wakering PC	Cllrs R Efde, T Porter
Hawkwell PC	Cllr S May, Clerk Diane Scrivener
Hockley PC	Cllrs J Hedges, L Ridley
Hullbridge PC	Cllrs K OBren, A Marriott, Clerk Nicola Harding
Rayleigh TC	Cllr M Vernon
Rochford PC	Cllrs D Crosbie, G Whitehead, Clerk Emma Terris
Rochford District Council	Cllr D Belton
Guest speaker	Cllr S Taylor REMAP

1) Cllr A Marriott welcomed members and visitors to the meeting.

2) Election of Chair 2025-26

Cllr Angelina Marriott proposed and seconded. Approved unanimously

3) Election of Vice Chair 2025-26

Cllr Sue Martin proposed and seconded, Approved unanimously.

4) Apologies for absence

Apologies received from Cllrs E Brewer, D Efde, L Fane, R Gaynor, S Martin, J McPherson, M Weir

5) Minutes of the meeting held on 17 April 2025

Accepted as a correct record.

6) Hon. secretary vacancy update.

Chairman advised that there is still a vacancy and anyone interested to contact her after the meeting.

7) Representatives appointed to RHALC by Rochford Parish & Town Councils for 2025-26

Noted

8) Appointment of Representatives to Outside Organisations for 2025-26

Noted

9) Constitution Annual approval of the RHALC Constitution

Constitution approved with proposed Amendment to section 7b: The accounts shall be reconciled annually at the AGM by a member of the Association who is not an authorised bank signatory.

10) Finance

a) To approve bank reconciliation as at the 31st March 2025. To be signed off by a member who is not an authorised bank signatory.

b) To approve Annual Subscriptions for 2025-26

Income from 2024-25 subscriptions £534.00. No increase to fees

11) LGR/DEVOLUTION & NEIGHBOURHOOD PLANS NEWS

- At the Annual Parish meetings of Hawkwell and Hockley Parish Councils residents requested a Parish Poll be held to ask if they wanted a Neighbourhood Plan. Approx 700 residents responded to each poll overwhelmingly in favour.
- Hockley PC have already done some initial work on a 5-year Plan. Hawkwell PC are doing a feasibility study. No funding available. A suggestion was put forward to talk to other parishes to work together and pool resources.
- LGR. There is a meeting to be held for clerks and chairmen. The clerk to Hockley PC e-mailed RDC contact Andy Bere on expressions of interest in land owned by RDC and received a reply saying this is currently being reviewed and he will be contacting parishes on this.
- RDC Cllrs Belton and Steptoe spoke on the favoured scenarios being put forward. RDC are looking at 4 unitaries that puts us with Mid Essex. The chairman asked the floor for their view on this. The floor backed Cllr Belton's suggestion.

12) Combined Asset Register

Cllr Steptoe explained that there is information on the RDC Website. He will assist clerks by forwarding the link to it. ECC information is proving a little more difficult to put together.

13) Updates from Outside Organisations

- **EALC** Moved premises and will update councils on training. AGM 25/9/25 Venue tba
- **RDC**. Cllr Belton came toward end of meeting. Update on LGR
- **ECC**. Cllr Steptoe gave an update on LGR from a County Council perspective. This view differs from that of ECC leader.
- **Passenger Transport Users**. No update
- **Standards Board** Cllr Hedges unable to attend due to sickness, however chairman watched the meeting on line and found that the government plan to strengthen sanctions against councillors who breach the code of conduct.
- **Community Safety Partnership** Sean Steer is the new community safety officer, either he or Paul Brace will attend the next meeting.
- **London Southend Airport Consultative Committee** recent tragic incident. Memorial service to be held at St Andrews Church
- **National Trust** - Cllr May stepped down. Cllr Vernon to approach Rayleigh Council

14) Presentation: REMAP

Cllr Taylor gave a very informative presentation about Remap which is a charity that provides bespoke adaptations to assist disabled people to become more independent.

Meeting closed 20.45

Date of next meeting. 16 October 2025

Cllr Angelina Marriott RHALC Chair

**MINUTES OF THE OLD PEOPLES WELFARE FOR ROCHFORD AND DISTRICT
DAY CENTRE COMMITTEE, HELD AT 33A BACK LANE ROCHFORD ESSEX
ON THE 17th JULY 2025**

ATTENDING:

MYRA WEIR	CHAIRMAN & TRUSTEE
KAY ILOTT	SECRETARY & TRUSTEE
MEGAN WATSON	TREASURER

Myra opened the meeting at 2.40pm

APOLOGIES: Steve, Sue, Gill, Brenda

APPROVAL OF MINUTES FROM: 8th MAY2025

Approved

THE CHAIRPERSON/ DAY CENTRE REPORT:

Minibus tail lift has been fixed

There still isn't a driver for Tuesdays

RDC has fixed the broken toilet

Thank you to Maisie, Kim and volunteers for keeping the day centre open while Myra was unwell. They have done an excellent job.

For the end of July and all of August we will need more help as one of our volunteers won't be able to help for medical reasons. Megan has very kindly offered some time to help when needed.

A discussion about hiring out the minibus resulted in the conclusion that wouldn't be possible due to insurance and the impact on our VAT position.

**CORRESPONDENCE/SECRETARY REPORT & IDEAS for improving finances
*FEEDBACK –***

From Megan & Kay regarding the SAVS Volunteer Forum held on the 16th June. We both found the forum informative and the participants were very helpful. Some key notes taken on board were;

- 1. Compliances** need to be reviewed and amended if needed. These include H & S policy, Volunteer policies, Risk Assessments and others. Megan asked Myra if she would make those available to us to read which she agreed to do. Megan will get in touch with someone we met at the forum, who is knowledgeable about compliances and willing to advise us on which ones to focus on. We will also need a list of emergency contacts for our volunteers.

FEEDBACK cont.d

- 2. Trustees** were discussed and it was a general consensus of opinion that we probably could benefit from another trustee, as one of our trustees is unable to attend most meetings, due to personal commitments at the moment. Having someone else as a trustee with e.g. skills in fund raising could only benefit the day centre.
- 3. Partnering with local businesses** A new project that SAVS is launching is called 'Reimaging Corporate Volunteering'. This involves local businesses committing either financially or lending out employee time to engage in charity/voluntary work in the community. This will only work for us, if those volunteers can commit to consistency and specific tasks that we need done each time they join us.

IDEAS-

Megan suggested ways of improving the finances and ideas for improving customer activity, which are;

- 1.** Use chat GPT, an AI resource which helps you write letters adverts etc. We could use that to our advantage in producing more targeted & clear adverts for volunteers. Kay will rewrite our volunteer ads using chat GPT and will send to all members to review. Comments most welcome.
- 2.** Phone RRAVS to inform of our interest in a new project called 'Volunteer Position of the Month'. This could be an incentive and promote the day centre.
- 3.** Some customers have asked about seeing a menu for the week. Megan will buy a whiteboard and pens to be put up in the dining room on a Tuesday morning. This will involve some planning for Maisie and volunteers but this may help with improving the numbers.
- 4.** Megan has completed a grant application for Ashingdon PC & will hand it in soon. She will also complete grant applications for Rochford PC & will research any supermarkets e.g. the Co-op, that may have communal grants.
- 5.** Grants could pay for bulk buy raffle prizes which would mean we could hold more than 1 raffle a week.
- 6.** Megan suggested looking again at providing activities for customers after lunch. Some ideas were-pay to play Bingo, board games, scrabble, quizzes, beetle drive & talks. Kay had received an email from Elaine Royle, Event Coordinator of 'Silvertime Legal', a company that provides free talks about legal matters relevant to older people. Kay will organise a half an hour talk before lunch on one of the days open.

7. We need to ask customers if they would be interested in staying after lunch for activities and what type they would like. Staff should be asked if they would be willing to stay longer in the afternoon to help.

FINANCE:

Megan produced the monthly financials for March, April, May & June. The total incomes are:

March 12,711

April 13,162.43

May 11,031.42

June 10,510.10

MEMBER REPORTS

None

We now have a smart meter for the Electricity

The next meeting will be on **Thursday 14th August at the Day Centre at 2.30 pm and Myra closed this meeting at 3.30pm.**

Kay Ilott. Tel: 01702 543295
Mob: 0777943269
Email: ilottkay@gmail.com