



Rochford Parish Council

Members are summoned to attend a meeting of the Finance Committee to be held on **Wednesday, 29th October 2025 at 7.30 pm (or at the conclusion of the General Purposes Committee) at The Parish Rooms, SS4 1PT**

The meeting is open to the Press and Public. Councillors who are not members of the Finance Committee are welcome to attend.

If there are any items on the agenda for which members will require further information, please notify the Clerk by 1pm on the preceding working day to enable her to have it ready for the meeting.

Emma Terris
Clerk to the Council

16th October 2025

Membership for 2025/26:

Cllrs Williams, Efde, Edmunds, Crosbie, Weir, Nash, Taylor and Whitehead.

Terms of Reference for Finance Committee:

To work within delegated powers (Local Government Act 1972 Section 101) within the delegated budget to provide and manage the following services:

- Management of St Marks Hall
- Reviewing and updating the Financial Regulations and ensuring they are observed by the Council.
- Overseeing the Financial Administration of the Council
- Maintaining the Financial Planning system including the determination of Budgets
- Monitoring Performance against Budgets, and taking any necessary action
- Monitoring purchasing decisions to ensure a value for money approach to all aspects of Council activity in accordance with Financial Regulations
- Receiving and reviewing audit reports and arranging for implementation
- Developing, maintaining and monitoring the policy on the management of reserves
- Undertaking spot checks on the books of accounts and reconciling the books of accounts to the Bank Accounts.
- Reviewing the Parish Council's Standing Orders, and other policies on an annual basis.
- To consider any items referred from time to time by Full Council.
- To appoint working parties/task and finish groups to carry out specific work where necessary.

Agenda

1. To receive apologies for absence

2. To receive any Declaration of Interests

3. Minutes of the Previous Meeting

To receive and approve the Minutes of the Meeting held on **Wednesday, 24th September 2025** as a true record of that meeting.

4. Finance Matters

- a. To receive and approve the bank reconciliations for September 2025.
- b. To receive the summary of Receipts and Payments compared to budget for the year to date.
- c. To receive an update on transition to Scribe Accounts.

5. Internal Audit Action Plan

- a. To receive an update from the Clerk on progress against actions on the Internal Audit Action Plan

6. Insurance Renewal

- a. To receive an update from the Clerk regarding the council insurance renewal.

7. The Parish Rooms

- a. To discuss and possibly agree to recommend to Full Council to let Room 1 at The Parish Rooms on a short-term basis.

8. IT Support

- a. To receive a quote in regard to 12 month IT Support Contract

9. Budget Preparation

- a. To agree to a working party to start preparation for the 2026/27 budget.
- b. To receive comparison of charges from similar providers for hall hire, allotments and cemeteries.

10. Policy Review

To review and recommend to Full Council the following policies are adopted.

- Investment Policy
- Reserves Policy
- Financial Regulations
- Financial Risk Assessment

11. Planning Matters

To receive details of any planning applications received

Planning Reference:	25/00689/FUL
Applicant:	East of England Ambulance Service – Mr Sean O'Sullivan
Site Proposal:	Ambulance Station, Aviation Way, Rochford, Essex
Proposal:	Proposed detached building to provide workshop ancillary to use of the site as an Ambulance station.

Link to Documents [Rochford Development Control](#)

12. Date and Time of Next Meeting

Wednesday, 26th November 2025 at 6.30 pm at The Parish Rooms