

**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:	ERROL HOUSTON - BAILEY
Address including postcode:	ROAD 10P
Telephone number	
Email address	
I am a member of a political party Y / N Name of political party:	
Please explain why you wish to become a councillor. (Use a continuation sheet if necessary.)	
<p>I would like to be a councillor as I feel I would like to make ROCKFORD a better place I feel that being part of the council I could make suggestions on how this village could be improved for the local residents</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>In my previous role I deal with complaint conducted meeting I listen to residents of the parish and know what they want and feel I am also a STAMBRIDGE PARISH COUNCIL and believe my work skills are transferable</p>	
<p>Please describe your interests in community matters such as the environment, young people, open spaces, Volunteering, Planning etc</p> <p>I'm a firm believe in being environmental I think the amount of litter and dog faces in the area is disgusting and a implement of fine for litter of any sort should be placed the open spaces could do with more trees planted and volunteers to maintain them getting the young environmentalists involved would help to</p>	

Great help in the parish

Cont'd overleaf:

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 preceding 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 .



**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

**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:	GUNILLA EDWARDS
Address including postcode:	
Telephone number	
Email address	
I am a member of a political party No	
<p>Please explain why you wish to become a councillor. (Use a continuation sheet if necessary.)</p> <p>I have been a Rochford resident for nearly 40 years, arriving here from Sweden in 1986. My children have grown up and gone to school here and we have now moved back into the house my husband grew up in and enjoying the resurgence of Rochford as a community and business hub.</p> <p>I have spent 25 years in local government having senior roles leading on Economic and Community development, championing the view that physical developments must benefit local businesses and residents. In particular I am passionate about ensuring Social Value from developments and community wealth building.</p> <p>I am also passionate about town centre development as a community and cultural hub and have been pleased to see the influx of a few smaller independent businesses recently investing in Rochford. I believe there is room for a lot more business development and the establishment of Rochford as a destination. Rochford has a rich history and I have the skills and experience to contribute to the development of an attractive offer.</p> <p>Supporting small businesses has been a key part of my work over the years and I feel that there is much I can contribute with to ensure the development of a vibrant business community.</p> <p>I retired last year and feel I have so many skills and so much to contribute and feel it would be a shame to let it go waste and want to pay back to the community which has served me well over the past 40 years.</p>	

What skills and/or experience can you bring to this role?

- 25 years in Local Government at senior level and experience of council processes and constraints.
- Experience of Community development and the support of the Voluntary and Community sector including the community grant process
- Planning and developing large economic development and regeneration projects
- Developing and implementing business support programmes
- Developing skills and employment programmes
- Developing inward investment offer and promotional activities
- Developing social value policy in developments
- High level partnership working skills both with residents, businesses and external partners.
- Contract management and LA procurement processes.

See also my LinkedIn profile for more info

Please describe your interests in community matters such as the environment, young people, open spaces, Volunteering, Planning etc
Particular interest are.

- Social Value in developments
- Town centre developments including culture and businesses
- Support to community groups
- Young people and their access to skills and better jobs



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- 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 preceding the "relevant day".

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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

Gunilla Edwards

Date

7/7 2025

**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

**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:	Leona Bryceland
Address including postcode:	
Telephone number	
Email address	
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'm passionate about building a sense of pride and belonging in our community. One where people feel supported, connected and valued. Becoming a councillor would give me the opportunity to turn that passion into action and to help make our area the best it can be for everyone who calls it home. I want to be directly involved in shaping the decisions that affect our area by working collaboratively with residents, local organisations and fellow councillors. I believe I can contribute to positive, lasting change that reflects the needs and aspirations of the community.</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 would say my strongest skills are people skills and future planning. As a single mum and business owner, I've learned how to balance responsibility, empathy and organisation. Alongside this, I'm an active member of the committee at my church in Stambridge, where I work closely with the local community on future projects, many of which I'd like to see connected with the council to create an even greater impact. I'm also in my second year of training to become a therapist which gives me skills to apply into council work and, when needed, I advocate for families involved in difficult court cases concerning life support decisions for children.</p>	
<p>Please describe your interests in community matters such as the environment, young people, open spaces, Volunteering, Planning etc</p> <p>I believe were very fortunate to live in a town that still upholds the values and traditions of the past, and I'd like to see these not only preserved but celebrated and strengthened. Volunteering is something I'm truly passionate about, and I'd love to encourage more people, especially young people to get involved and give back to their community. I'm also keen to take a more active role in outreach for the elderly within our parish and to explore opportunities for low-cost, volunteer-led community projects that bring people together and make a real difference.</p>	

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Signed

Print full name

Date

**Relevant legislation:*

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Rochford District
Council

Rochford District Council

Community Governance Review 2025

Local Government and Public Involvement in Health Act 2007

Terms of Reference

1. Introduction

1.1 What is a community governance review?

A community governance review is a review of the whole or part of the Council's area to consider one or more of the following:

- creating, merging, altering or abolishing parishes;
- the naming of parishes and the style of new parishes;
- the electoral arrangements for parishes (the ordinary year of election council size; the number of councillors to be elected to council and parish warding); and,
- grouping parishes under a common parish council or de-grouping parishes.

A community governance review is required to take into account:

- the impact of community governance arrangements on community cohesion:
- the size, population and boundaries of a local community or parish: and
- the introduction of town councils.

If the Council is satisfied that the recommendations from a community governance review would ensure that community governance within the area under review will reflect the identities and interests of the community in that area; and is effective and convenient, the Council makes a community governance order.

1.2 The aims of the review

In accordance with the 2007 Act the Council will have regard to the need to secure community governance within the area under review which:-

- Is reflective of the identities and interests of the community in that area;
- Provides for effective and convenient local government; and
- Takes into account any other arrangements for the purposes of community representation or community engagement in the area.

When considering the above criteria, Government guidance states that the Council should take into account:-

- The impact of community governance arrangements on community cohesion; and
- The size, population and boundaries of a local community or parish.

The guidance emphasises that ‘the recommendations made in a community governance review ought to bring about improved community engagement, better local democracy and result in more effective and convenient delivery of local services’.

1.3 Scope of the review

The scope will be a full community governance across the whole area of the Rochford District Council area. The review will consider

- a) whether any parishes or town councils should be constituted/established
- b) whether any existing parishes should or should not be abolished or whether the area of existing parishes should be altered, and
- c) what the electoral arrangements for new parishes/town councils or existing parishes should be.

Electoral arrangements include:

- i. The name of such new parish/town council
- ii. Ordinary year of election – the year in which ordinary elections of town and parish councillors are held
- iii. Council size – the number of councillors to be elected to the town and parish council
- iv. Parish/Town warding – whether the parish should be divided into wards for the purpose of electing councillors. This includes considering the number and boundaries of any such wards, the number of councillors to be elected for any such ward and the name of any such ward.

It may also make recommendations about:

- a) the grouping or degrouping of parishes
- b) adding parishes to an existing group of parishes or

No matters will be out of scope.

1.4 Who will undertake the review?

As the principal authority, Rochford District Council is responsible for undertaking community governance reviews within its area. Full Council has delegated authority to the Strategy, Finance and Policy Committee to consider the responses from the consultation and propose draft and final recommendations to Council.

2. Consultation

2.1 How the Council proposes to conduct consultations during the Review?

Before making any recommendations or publishing final proposals, the Council must consult local government electors for the area under review and any other person or body (including a local authority) which appears to the Council to have an interest in the review.

The Council will therefore:

- publish a notice and these terms of reference on the Council's website (www.rochford.gov.uk) and arrange for copies to be available for public inspection at Rochford Library, Roche Close, Rochford, SS4 1PX during normal office hours;
- send a copy of the notice and these terms of reference to all existing town and parish councils in the district, the Essex Association of Local Councils, Essex County Council, Rochford District Councillors, Essex County Councillors and Members of Parliament who cover the borough and any other person or organisation identified as having a potential interest;
- seek to arrange for the notice to be published on each parish council's website and notice board;
- via the council's 'Tell me more' newsletter and
- hold drop in roadshows across the borough for residents to obtain further information and provide their views.

Before making any recommendations, the Council will take account of any representations received. The Council will publish its recommendations as soon as practicable and take such steps as it considers sufficient to ensure that persons who may be interested in the community governance review are informed of the recommendations and the reasons behind them.

The Council will consider each case on its merits and on the basis of the information and evidence provided during the course of the review. The Council is mindful that proposals which are intended to reflect community identity and local linkages should

be justified in terms of sound and demonstrable evidence of those identities and linkages.

3. Timetable for the community governance review

The Council must complete a community governance review within twelve months from the day on which the Council publishes the terms of reference. A community governance review is concluded on the day on which the Council publishes the recommendations made by the community governance review. The table below sets out the timetable for the review.

Action	Timetable
First period of Consultation	17 November 2025 to 12 January 2026
Draft Proposals are prepared	January 2026 - February 2026
Draft Recommendations are presented to Strategy, Finance and Policy Committee	March 2026
Draft proposals are published	18 March 2026
Second period of Consultation	11 May 2026 – 22nd June 2026
Final recommendations are prepared	July 2026
Final recommendations are presented to Full Council	October 2026
Reorganisations Order made	November 2026
Precepts for any new Parish Council(s) set	February 2027
Order takes effect	1 April 2027
Parish council elections to be held under any new arrangements that may be decided.	May 2027

4. Background information

The Local Government Act 1972 provides that any parish council must have at least five councillors. No maximum number is prescribed.

When considering the number of councillors to be elected for a parish the Council must have regard to the number of local government electors for the parish and any change to that number that is likely to occur within five years of the date on which these terms of reference are published.

Joint guidance issued by the Department of Communities and Local Government and the Local Government Boundary Commission for England (LGBCE) in 2010 provides further information on community governance reviews and the factors influencing size and membership of parish councils. On size, the guidance says:

“154. In practice, there is a wide variation of council size between parish councils. That variation appears to be influenced by population. Research by the Aston Business School Parish and Town Councils in England (HMSO, 1992), found that the typical parish council representing less than 500 people had between five and eight councillors; those between 501 and 2,500 had six to 12 councillors; and those between 2,501 and 10,000 had nine to 16 councillors. Most parish councils with a population of between 10,001 and 20,000 had between 13 and 27 councillors, while almost all councils representing a population of over 20,000 had between 13 and 31 councillors.

155. The LGBCE has no reason to believe that this pattern of council size to population has altered significantly since the research was conducted. Although not an exact match, it broadly reflects the council size range set out in the National Association of Local Councils Circular 1126; the Circular suggested that the minimum number of councillors for any parish should be seven and the maximum 25.

156. In considering the issue of council size, the LGBCE is of the view that each area should be considered on its own merits, having regard to its population, geography and the pattern of communities. Nevertheless, having regard to the current powers of parish councils, it should consider the broad pattern of existing council sizes. This pattern appears to have stood the test of time and, in the absence of evidence to the contrary, to have provided for effective and convenient local government.

157. Principal councils should also bear in mind that the conduct of parish council business does not usually require a large body of councillors. In addition, historically many parish councils, particularly smaller ones, have found difficulty in attracting sufficient candidates to stand for election. This has led to uncontested elections and/or a need to co-opt members in order to fill vacancies. However, a parish council’s budget and planned or actual level of service provision may also be important factors in reaching conclusions on council size.”

The National Association of Local Councils Circular 1126 recommends:

Electors	Councillors	Electors	Councillors
Up to 900	7	10,400	17
1,400	8	11,900	18
2,000	9	13,500	19
2,700	10	15,200	20
3,500	11	17,000	21
4,400	12	18,900	22
5,400	13	20,900	23
6,500	14	23,000	24
7,700	15	45,000	25
9,000	16		

The electoral cycle for parish councils is for elections every four years.

The 'name' of a parish refers to the geographical name of the area concerned. As to the 'name' of a parish council, legislation offers a choice of alternative styles for a parish: town, community, neighbourhood or village.

5. Consequential Matters

When all the required consultation has been undertaken and the review completed the Council may make an Order to bring into effect any decision that it may make. If the Council decides to take no action, then it will not be necessary to make an Order.

If an Order is made it may be necessary to cover certain consequential matters in that Order. These may include:

- a) the transfer and management or custody of any property
- b) the setting of a precept (council tax levy) for the new parish council
- c) provision with respect to the transfer of any functions, property, rights and liabilities
- d) Provision for the transfer of staff, compensation for loss of office, pensions and other staffing matters.

The Council will also take into account the requirements of the Local Government Finance (New Parishes) Regulations 2008 when calculating the budget requirement of any new parish councils when setting the council tax levy to be charged.

6. Making representations

Rochford District Council welcomes representations about the community governance review during the specified consultation stages as set out in the timetable from any person or body who may wish to comment or make proposals on any aspect of the matters included in the Review.

Representations may be made in the following ways:

Online: link to Council website

By Email: cgr@rochford.gov.uk

By Post: Community Governance Review, Civic Suite, 2 Hockley Road, Rayleigh,
Essex SS6 8EB

ROCHFORD DISTRICT COUNCIL

Public notice



Community Governance Review 2025

NOTICE is hereby given

that Rochford District Council will be undertaking a review of the local governance and electoral arrangements for parishes within the whole of the Rochford council area.

The aim of the review is to consider and bring about improved community engagement, better local democracy and more effective and convenient delivery of local services, and to ensure that electors across the district are treated equitably and fairly.

The review will be conducted in accordance with the Local Government and Public Involvement in Health Act 2007 and other relevant legislation. Regard will be given to the Guidance on community governance reviews issued by the Secretary of State for Communities and Local Government and the Local Government Boundary Commission for England.

The council is required by the Act to ensure that community governance within the District area:

- Reflects the identities and interests of the local community; and
- Is effective and convenient.

In carrying out the review the council must also take into account:

- The impact of community governance arrangements on community cohesion; and
- The size, population and boundaries of a local community or parish.

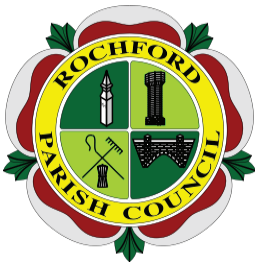
It is for the council to decide how to undertake the review, but it must consult the local government electors for the area under review and any other person or body (including a local authority) which appears to the council to have an interest in the review.

The review is to be conducted in accordance with agreed Terms of Reference and Timeline which are available on the Council's web site.

The review covers the whole district and may consider one or more of the following:

- Creating, merging, altering or abolishing Town and Parish Councils;
- The naming of parishes and the style of new parishes;
- The electoral arrangements for parishes (the ordinary year of election; council size, the number of councillors to be elected to the council, and parish warding);
- Grouping parishes under a common parish council or de-grouping parishes.

If you would like to know more about the review, please www.rochford.gov.uk or email cgr@rochford.gov.uk



**Minutes of the meeting of the Finance Committee
of Rochford Parish Council held on
Wednesday, 29th October 2025 at 7.30 pm
at The Parish Rooms, Rochford**

In Attendance:

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

Clerk: Emma Terris

In Attendance: Rodd Hubbard

One member of the public was present.

-
- 62/25 To receive apologies for absence**
62/25.1 Apologies were received from Cllr Weir. It was noted that Cllr Taylor has resigned as a member of this committee.
- 63/25 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 Edmunds declared an interest in regard to agenda items 67/25 and a pecuniary interest in agenda item 28/25.
- 64/25 To approve the minutes of the meeting held on Wednesday, 24th September 2025**
64/25.1 The minutes of the meeting held on Wednesday, 24th September 2025 were **agreed**.
- 65/25 Bank Reconciliations**
65/25.1 **To receive the bank reconciliations to date.**
The bank reconciliations for all the council's bank accounts as at 30th September 2025 were received **agreed** and signed by Chair of Finance.
65/25.2 **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 with Members. There were no issues or concerns raised.
-

65/25.3 **To receive an update on the transition to Scribe Accounts**
The Clerk advised that the transition to Scribe Accounts is nearly completed. Scribe are finalising the reinstatement of the 2023/2024 and 2024/2025 financial years. The cemetery, allotments and bookings database are now in use.

66/25 Internal Audit Action Plan

66/25.1 **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.

67/25 Insurance Renewal

67/25.1 **To receive an update from the Clerk regarding the council insurance renewal**
The renewal documents for the council's insurance that has been received from Gallagher, the broker acting on behalf of the council, was shared with members for information. The Clerk reminded members that the council agreed to set up a 3-year Long Term Binding Agreement (LTA) with Hiscox Insurance Company Limited which means that the council have committed to keep their policy with Hiscox Insurance Company Limited for the period of the LTA which expires on 29th November 2027. The Clerk advised that the renewal premium for the forthcoming year was £6,505.03. Members **agreed** to the renewal quote as presented. Cllr Edmunds abstained.

68/25 The Parish Rooms

68/25 **To discuss and possibly agree to rent Room 1 at the Parish Rooms on a short-term basis**
The Clerk advised that Culture Engine CIC have expressed an interest in renting Room 1 at The Parish Rooms on a short-term basis and have offered £250 pm. The Clerk advised that she had contacted Ayres and Cruiks who have recommended a monthly rental of £458.33. Following a discussion, members **agreed** that £250 pm is not sufficient and gave the Clerk delegated authority to market the Parish Rooms at the recommended rental rate of £458.33 per month on a short-term rental basis. Cllr Edmunds abstained.

69/25 IT Support

69/25 **To receive a quote in regard to a 12-month IT Support Contract**
A quote received from Lighthouse IT in respect of Share Point and Cyber Security work for £1,700 plus VAT and £199.00 plus VAT for a monthly support package. It was **agreed** that this item is deferred until the Clerk has obtained a further two quotes before presenting to members for consideration. Cllr Edmunds abstained.

70/25

Budget Preparation

70/25.1

To agree to a Working Party to start preparation for the 2026/27 budget

It was agreed that the Clerk produces a draft budget which will be presented to members at the next Finance Committee meeting.

70/25.2

To receive comparison of charges from similar providers for hall hire, allotments and cemeteries

A report detailing a comparison of charges from similar providers for hall hire, allotments and cemeteries was received.

71/25

Policy Review

71/25.1

To review and recommend to Full Council the Investments Policy, Reserves Policy, Financial Regulations and Financial Risk Assessment is approved

It was **agreed** to recommend that the Financial Regulations are approved by Full Council at their next meeting.

It was **agreed** that the Financial Risk Assessment will be reviewed at the next Finance Committee meeting and to defer the approval of the Investments and Reserves Policy to a future meeting.

72/25

Planning Matters

72/25.1

Reference: 25/00689/FUL

Location: East of England Ambulance Service – Mr Sean O’Sullivan Ambulance Station, Aviation Way, Rochford, Essex.

Description: Proposed detached building to provide workshop ancillary to use of the site as an ambulance station.

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

With there being no further business to discuss, the Chair thanked everyone for attending. The meeting closed at 8.50 pm.

Minutes signed by: _____

Date: _____

Rochford Parish Council PAYMENTS LIST

Vouche Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
477 Maintenance	01/10/2025		Metro Bank Current /		RLC Maintenance	Southeast-on-Sea City Cour	S	3,375.00	675.00	4,050.00
434 Utilities	01/10/2025		Metro Bank Current /	DD	Electricity Supply St Marks	SSE Energy Solutions	L	36.45	1.82	38.27
421 Pension Provision	07/10/2025		Imprest Account		Pension Contributions	Smart Pensions	X	449.22		449.22
494 Waste	14/10/2025		Metro Bank Current /		Dog Waste Collection	TBS Hygiene Ltd	S	280.00	56.00	336.00
489 Waste	14/10/2025		Metro Bank Current /		Waste Collection	P.F. Ahern (London) Limite	S	38.90	7.78	46.68
482 Events General	14/10/2025		Metro Bank Current /		VIP Security Services	VIP Security Essex Ltd	S	456.00	91.20	547.20
484 Events General	14/10/2025		Metro Bank Current /		Staff Expenses	Laura Buckley-Hills	X	39.80		39.80
475 Events General	14/10/2025		Metro Bank Current /		Staff Expenses	Laura Buckley-Hills	X	100.00		100.00
478 Events General	14/10/2025		Metro Bank Current /		Hall Hire	Womens Institute Hall Rod	X	20.00		20.00
485 Maintenance	14/10/2025		Metro Bank Current /		Cleaning	Neatwork Services Ltd	S	667.00	133.40	800.40
481 Office Supplies	14/10/2025		Metro Bank Current /		Daisy XLN Mobile	Daisy XLN	S	10.63	2.13	12.76
479 External Audit Fees	14/10/2025		Metro Bank Current /		Audit	PKF Littlejohn LLP	S	840.00	168.00	1,008.00
487 Utilities	14/10/2025		Metro Bank Current /		Parish Rooms Electricity	EDF Energy	L	96.85	4.84	101.69
496 Training Staff	14/10/2025		Metro Bank Current /		SLCC	SLCC	X	50.00		50.00
497 Maintenance	14/10/2025		Metro Bank Current /		Bus Stop Cleaning	J&P Prior	S	132.54	26.51	159.05
490 Waste	14/10/2025		Metro Bank Current /		Waste Collection	P.F. Ahern (London) Limite	S	63.44	12.68	76.12
483 Maintenance	14/10/2025		Metro Bank Current /		Maintenance Supplies	Earnest Doe & Sons	S	23.69	4.74	28.43
488 Website	14/10/2025		Metro Bank Current /		Website Development	Site-Street Ltd	S	1,970.00	394.00	2,364.00
480 Subscriptions	14/10/2025		Metro Bank Current /		SLCC Subscription	SLCC	X	300.00		300.00
492 IT Charges	14/10/2025		Imprest Account		Microsoft	Microsoft	S	40.30	8.06	48.36
493 IT Charges	14/10/2025		Imprest Account		Microsoft	Microsoft	S	50.70	10.14	60.84
498 IT Charges	14/10/2025		Metro Bank Current /		Sky Broadband	Sky Broadband	S	42.45	8.49	50.94
499 Utilities	14/10/2025		Metro Bank Current /		Sky Broadband	Sky Broadband	X	29.84		29.84
500 Utilities	14/10/2025		Metro Bank Current /		Sky Broadband	Sky Broadband	S	25.45	5.09	30.54
501 Utilities	14/10/2025		Metro Bank Current /		Sky Broadband	Sky Business	S			
491 Waste Collection	14/10/2025		Metro Bank Current /		Waste Collection	P.F. Ahern (London) Limite	S	72.10	14.40	86.50
495 Maintenance	14/10/2025		Metro Bank Current /		Fire Alarm Service	City fire Protection	S	285.00	57.00	342.00
486 Maintenance Internal	14/10/2025		Metro Bank Current /		Cleaning	Neatwork Services Ltd	S	410.00	82.00	492.00
422 HMRC	16/10/2025		Imprest Account		HMRC	HMRC	X	2,189.66		2,189.66
502 Salaries	21/10/2025		Imprest Account		Salary Payment	Laura Buckley-Hills	X	1,842.73		1,842.73
503 Salaries	21/10/2025		Imprest Account		Salary Payment	Catherine Balding	X	436.80		436.80
504 Salaries	21/10/2025		Imprest Account		Salary Payment	James Faulkner	X	1,842.73		1,842.73
505 Salaries	21/10/2025		Imprest Account		Salary Payment	Nigel Sladden	X	219.78		219.78

Rochford Parish Council PAYMENTS LIST

Vouche Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
506 Salaries	21/10/2025		Imprest Account		Salary Payment	Emma Terris	X			
516 Salaries	21/10/2025		Imprest Account		Salary Payment	Emma Terris	X			
517 Salaries	21/10/2025		Imprest Account		Salary Payment	Emma Terris	X	1,997.23		1,997.23
514 HMRC	21/10/2025		Imprest Account		HMRC	HMRC	X	2,189.46		2,189.46
515 Pension Provision	21/10/2025		Imprest Account		Pension Contributions	Smart Pensions	X	449.22		449.22
513 Chairman's Allowance	21/10/2025		Imprest Account		Chairman's Allowance	James Edmunds	X	106.21		106.21
507 Councillors Allowances	21/10/2025		Imprest Account		Councillors Allowance	Daniel Edele	X	43.40		43.40
508 Councillors Allowances	21/10/2025		Imprest Account		Councillors Allowance	Arthur Williams	X	40.00		40.00
509 Councillors Allowances	21/10/2025		Imprest Account		Councillors Allowance	Graham Whitehead	X	40.00		40.00
510 Councillors Allowances	21/10/2025		Imprest Account		Councillors Expenses	James Cottis	X	40.00		40.00
511 Councillors Allowances	21/10/2025		Imprest Account		Councillors Allowance	Shelley Taylor	X	40.00		40.00
512 Councillors Allowances	21/10/2025		Imprest Account		Councillors Allowance	Derek Brown	X	35.40		35.40
526 Burial Charges	23/10/2025		Metro Bank Current	FT25303W0LVP	Grave Digging	Eileen Florist	X	100.00		100.00
523 Waste	29/10/2025		Metro Bank Current	FT2530389GS5	Waste Collection	TBS Hygiene	S	25.00	5.00	30.00
524 Waste	29/10/2025		Metro Bank Current	FT2530389GS5	Waste Collection	TBS Hygiene	S	25.00	5.00	30.00
525 Maintenance	29/10/2025		Metro Bank Current	FT25303YGN6D	Locksmith	Brights Locksmith Ltd	S	262.08	52.42	314.50
518 Utilities	29/10/2025		Metro Bank Current	DD	Electricity Street Lighting	NPower	L	426.91	21.35	448.26
520 Office Equipment	29/10/2025		Metro Bank Current	DD	Daisy XLN Mobile	Daisy XLN Mobile	S	2.40	0.48	2.88
522 Training Staff	29/10/2025		Metro Bank Current	FT25303Q7MXP	EALC Training	EALC	S	84.00	16.80	100.80
519 Events General	29/10/2025		Metro Bank Current	FT25303H50GH	Hall Hire	Womens Institute Hall	X	30.00		30.00
521 Publications/Advertising	29/10/2025		Metro Bank Current	FT253032C8JW	Roundabout Rochford	Roundabout Publications	X	275.00		275.00
Total								22,648.37	1,864.33	24,512.70

Rochford Parish Council RECEIPTS LIST

Vouche Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
237	01/10/2025		Metro Bank Current ,		Allotment Fee	Rob Aston	Z	36.80		36.80
239	01/10/2025		Metro Bank Current ,		Allotment Fee	W Bethell	Z	36.16		36.16
238	01/10/2025		Metro Bank Current ,		Allotment Fee	W Bethell	Z	38.40		38.40
250	01/10/2025		Imprest Account		Allotment Income	Sarah Patrick	X	19.04		19.04
249	01/10/2025		Imprest Account		Allotment Income	John O'leary	X	11.47		11.47
235	02/10/2025		Metro Bank Current ,		Allotment Fee	Alison Rowton	Z	21.44		21.44
234	02/10/2025		Metro Bank Current ,		Allotment Fee	Sharon Taylor-Eve	Z	41.60		41.60
233	02/10/2025		Metro Bank Current ,		Allotment Fee	Sharon Taylor-Eve	Z	35.20		35.20
232	02/10/2025		Metro Bank Current ,		Allotment Fee	Sharon Taylor-Eve	Z	41.92		41.92
178	02/10/2025		Metro Bank Current ,		Allotment Fee	Tony O'Brien	Z	19.52		19.52
248	02/10/2025		Imprest Account		Allotment Fee	Tina Terry	Z	26.34		26.34
236	02/10/2025		Metro Bank Current ,		Allotment Fee	Catherine Balding	Z	40.96		40.96
231	03/10/2025		Metro Bank Current ,		Allotment Fee	L Higginson	Z	85.76		85.76
247	06/10/2025		Imprest Account		Allotment Income	Mr Bates	X	39.66		39.66
246	09/10/2025		Imprest Account		Allotment Fee	Theresa Ryall	Z	16.48		16.48
245	09/10/2025		Imprest Account		Allotment Fee	Theresa Ryall	Z	17.60		17.60
244	09/10/2025		Imprest Account		Allotment Fee	Theresa Ryall	Z	23.20		23.20
230	09/10/2025		Metro Bank Current ,		Allotment Fee	David Pearson	Z	40.00		40.00
179	13/10/2025		Imprest Account		Allotment Fee	Catherine Lowe	Z	12.94		12.94
172	13/10/2025		Metro Bank Current ,		Allotment Fee	Russell Nash	Z	57.44		57.44
229	13/10/2025		Metro Bank Current ,		Parish Rooms Rent	Alyson H Ltd	X	368.75		368.75
243	15/10/2025		Imprest Account		Allotment Fee	Mr Dalgarno	X	46.08		46.08
228	16/10/2025		Metro Bank Current ,		Allotment Fee	Matthew Cain	Z	39.68		39.68
242	17/10/2025		Imprest Account		Allotment Fee	Hayley Coltman	Z	19.36		19.36
227	17/10/2025		Metro Bank Current ,		Burial fees	S Stibbard Son	X	283.00		283.00
226	20/10/2025		Metro Bank Current ,		VAT Q2 Refund	HMRC	R		3,746.94	3,746.94
225	24/10/2025		Metro Bank Current ,		Hall Hire	Daniel Russell	E	20.00		20.00
225	24/10/2025		Metro Bank Current ,		Hall Hire	Daniel Russell	E	20.00		20.00
225	24/10/2025		Metro Bank Current ,		Hall Hire	Daniel Russell	E	20.00		20.00
225	24/10/2025		Metro Bank Current ,		Hall Hire	Daniel Russell	E	20.00		20.00
224	28/10/2025		Metro Bank Current ,		Allotment Fee	Daniel Brown	Z	19.04		19.04
223	29/10/2025		Metro Bank Current ,		Allotment Fee	Zoe Moody	Z	40.00		40.00
222	30/10/2025		Metro Bank Current ,		Parish Rooms Rent	The Cultural Engine CIC	X	458.33		458.33
240	31/10/2025		Imprest Account		Burial fees	Burial fees	X	773.52		773.52

Rochford Parish Council
RECEIPTS LIST

5 November 2025 (2025 - 2026)

Vouche Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
								2,789.69	3,746.94	6,536.63
					Total					

Rochford Parish Council PAYMENTS (AWAITING AUTHORISATION) LIST

Vouche Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
488 Website	14/10/2025		Metro Bank Current /		Website Development	Site-Street Ltd	S	1,970.00	394.00	2,364.00
495 Maintenance	14/10/2025		Metro Bank Current /		Fire Alarm Service	City fire Protection	S	285.00	57.00	342.00
539 Office Equipment	10/11/2025		Metro Bank Current /		Photocopier Rental	Kent Procurement Service	S	102.68	20.54	123.22
531 Utilities	10/11/2025		Metro Bank Current /	DD	Electricity	EDF Energy	L	111.26	5.56	116.82
532 Maintenance	10/11/2025		Metro Bank Current /		Signwriting	Richard Edmunds	X	355.00		355.00
533 Insurance	10/11/2025		Metro Bank Current /		Insurance	Gallagher Insurance	X	6,505.03		6,505.03
537 Maintenance	10/11/2025		Metro Bank Current /		Cleaning Service	Neatwork Services Ltd	S	667.00	133.40	800.40
540 Maintenance	10/11/2025		Metro Bank Current /		Maintenance Supplies	Ernest Doe & Sons Ltd	S	14.99	3.00	17.99
541 Maintenance	10/11/2025		Metro Bank Current /		Maintenance Supplies	Ernest Doe & Sons Ltd	S	9.16	1.83	10.99
542 Waste	10/11/2025		Metro Bank Current /		Waste Collection	P.F. Ahern (London) Limite	S	63.44	12.68	76.12
543 Waste	10/11/2025		Metro Bank Current /		Waste Collection	P.F. Ahern (London) Limite	S	38.90	7.78	46.68
544 Waste Collection	10/11/2025		Metro Bank Current /		Waste Collection	P.F. Ahern (London) Limite	S	57.68	11.52	69.20
547 Rent Kings Head	10/11/2025		Metro Bank Current /		Kings Head Rent	Parabar Development Ltd	X	1,250.00		1,250.00
548 Maintenance	10/11/2025		Metro Bank Current /		Cleaning Bus Stop	J&P Prior	S	132.54	26.51	159.05
549 Events General	10/11/2025		Metro Bank Current /		Christmas Event	PLRS Media Limited	X	1,575.00		1,575.00
550 Events General	10/11/2025		Metro Bank Current /		Festive Lights	Aylesford Electrical Ltd	S	6,710.00	1,342.00	8,052.00
551 Utilities	10/11/2025		Metro Bank Current /	DD	Electricity Supply St Marks	SSE Enegy	L	287.69	14.38	302.07
552 Utilities	10/11/2025		Metro Bank Current /	DD	Electricity Supply - RLC	SSE Enegy	L	90.24	4.51	94.75
553 Utilities	10/11/2025		Metro Bank Current /	DD	Electricity Supply - Town Clock	SSE Enegy	L	95.95	4.80	100.75
534 Subscriptions	10/11/2025		Metro Bank Current /	DD	Scribe Accounts	Starboard Systems Limited	L	240.00	12.00	252.00
535 Truck	10/11/2025		Metro Bank Current /		Truck MOT	W.H Whittingham & Sons L	X	50.00		50.00
536 Subscriptions	10/11/2025		Metro Bank Current /		Data Protection Officer	Satswana Limited	S	150.00	30.00	180.00
538 Maintenance Internal	10/11/2025		Metro Bank Current /		Cleaning Service	Neatwork Services Ltd	S	410.00	82.00	492.00
545 IT Charges	10/11/2025		Imprest Account	CC	Microsoft	Microsoft	S	40.30	8.06	48.36
546 IT Charges	10/11/2025		Imprest Account	CC	Microsoft	Microsoft	S	50.70	10.14	60.84
554 IT Charges	10/11/2025		Metro Bank Current /		Sky Broadband	Sky Broadband	S	42.45	8.49	50.94
Total							21,305.01	2,190.20	23,495.21	

Rochford Parish Council
PAYMENTS (AWAITING AUTHORISATION) LIST

Vouche Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
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Prepared by: _____ Date: _____

Name and Role

Approved by: _____ Date: _____

Name and Role

Approved by: _____ Date: _____

Name and Role



**MINUTES OF COMMUNITY
PROJECTS**
held on
Wednesday 15th October 2025
commencing at 6.30pm

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

In attendance Clerk – Emma Terris
Laura Buckley-Hills

33/25 To receive apologies for absence.

33/25.1 Apologies received and accepted from Cllr Edfe.
Cllr Weir sent apologies to the Chair, Councillors voted to accept it,
2 in favour, 3 abstained.

34/25 To receive Declarations of Interest.

34/25.1 No declarations of interest were received.

35/25 To approve the Minutes of the Meeting held 24th September 2025.

35/25.1 The minutes of the last meeting were signed as a true record of that
meeting.

36/25 Events

36/25.1 Christmas 2025

- i) Verbal report from the office. It was unanimously agreed by all
Councillors for the Office to employ 2 elves for Santa's
Grotto. Cost of £13.00 an hour per elf.
 - a) Councillors accepted the report.

- ii) Information Day report was accepted. Cllr Edmunds
proposed to accept that dates for next year and for the Office
to advertise. Cllr Crosbie seconded. All Councillors
unanimously agreed. Councillors would like to thank the
Office for organising this event.

37/25 Correspondence

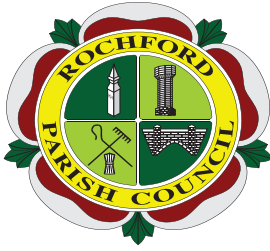
31/25.1 Cllr Edmunds proposed for businesses wishing to join the Information Days, from 2026, they will be required to pay £10 a table. Cllr Williams seconded. 4 Councillors agreed, 1 Councillor abstained.

Cllr Edmunds declared an interest in Youth Services, Essex.

Cllr Williams proposed we offer the Youth Services team a free gazebo pitch or/and hand out flyers at the Christmas Festival. It was unanimously agreed by Councillors.

38/25 Planning applications - None at time of issue

There being no further business the meeting closed at 7.11pm



**Minutes of the meeting of the General Purposes Committee
Held on Wednesday, 29th October 2025
at The Parish Rooms, Rochford at 6.30 pm**

In Attendance: James Faulkner

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

Clerk: Emma Terris

-
- 26/25 To receive apologies for absence**
26/25.1 Cllr Weir, Cllr Hanser.
- 27/25 To receive any Declarations of Interests**
27/25.1 Cllr Efde declared an interest in Rochford District Council
27/25.2 Cllr Williams declared an interest in Rochford District Council
27/25.3 Cllr Thomas declared an interest in Rocheway Allotments.
- 28/25 To approve the Minutes of the Meeting held on 17th September 2025 as a true record of the meeting.**
28/25.1 The minutes of the last meeting were **agreed** as a true record of the meeting and signed by the Chair.
- 29/25 Allotments**
29/25.1.1 A report on waiting list was received.
29/25.1.2 A report on the vacant plots was received.
29/25.1.3 A report on local allotments in the area and how much each allotment site charge for a plot was received.
29/25.2.1 A verbal report on the Defibrillator and case arriving and will be installed on the cabins by the maintenance officer.

- 29/25.2.2 A verbal report was received about the allotment tree survey.
- 29/25.2.3 A request from RALGA to increase the grant given this year to two thousand pounds. At this point Cllr Thomas left the meeting. A discussion was held. It was proposed by Cllr Edmunds that we increase the grant to two thousand pounds for this year and to increase the grant at the rate of inflation each year. This was seconded by Cllr Williams. A vote was held with all in favour the proposal was **agreed**.

30/25 Rochford Lawn Cemetery

- 30/25.1 A verbal report was received on the number of burials and cremated ashes in the plot since the last meeting.
- 30/25.2 A verbal report given on the maintenance of the cemetery was received.
- 30/25.3 A verbal report was received with the update on the unsafe memorial notices has been received. An unsafe memorial notice was shown to show what would be showing on the headstones.
- 30/25.4 A report on local cemeteries and their pricing was received.

31/25 Public Toilets

- 31/25.1 A verbal report was received confirming the locks on all 3 toilet doors being repaired and are fully open to the public.

32/25 VAS Sign

- 32/25.1 A verbal report was given to confirm Messagemaker Displays have a VAS sign that will be compatible with our laptop to collect the data. It was proposed by Cllr Efde to agree the quote for £3,350.00. A vote was held and agreed with 5 in favour and 1 abstained.

There being no further business, the meeting closed at 07.17 pm

-Signed:**Chair**



Quotation

27/10/2025

Client

Chloe
Westcliff on sea

Our Reference

2023-111039

Description	Qty	Unit price	Total price
2025 QUOTE - install tree provided			
Delivery and install to pit (30ft tree provided by client).	1	£1,800.00	£1,800.00
Removal and recycling	1	£1,200.00	£1,200.00
2026 - Full Service			
30ft Premium Sustainably Grown Christmas Tree	1	£1,250.00	£1,250.00
Delivery and install to pit	1	£1,800.00	£1,800.00
Removal and recycling	1	£1,200.00	£1,200.00

Notes:

Subtotal

VAT

£0.00

Dates: UNBOOKED - TBC

£0.00

Quotation valid for 5 days, delivery slot reserved for 5 days



ESSEX TREE SERVICES LTD

Rochford Parish Council
Kings Head
West Street
Rochford
SS4 1BE

Honeypots
Gusted Hall Lane
Hockley SS5 4JL

Tel No: 01702 207011

Date: 04.11.25

QUOTATION

Site: Rochford Square Rochford

To install Christmas tree at the above site on Wednesday 3rd December 2025
At 5.30am, supplying telehandler with operator to lift tree into position and
truck and trailer to transport tree to sight.

To remove Christmas on the 7th of January 2026 at 5.30am, suppling telehandler
with operator to lift tree out and truck and trailer to take tree away and dispose
of.

For the cost of £1500.00 plus 20% VAT

All Aspects of works are to be carried out to BS3998 where possible

VAT 761 1091 56
Company Reg: 03592617
UTR No: 96104 19983



Rochford Parish Council

FINANCIAL REGUALTIONS

Based on the NALC 2024 Standard document and 2025 recommended updates

Contents

1. General
2. Risk management and internal control
3. Accounts and audit
4. Budget and precept
5. Procurement
6. Banking and payments
7. Electronic payments
8. Cheque payments
9. Payment cards
10. Petty Cash
11. Payment of salaries and allowances
12. Loans and investments
13. Income
14. Payments under contracts for building or other construction works
15. Stores and equipment
16. Assets, properties and estates
17. Insurance
18. Charities
19. Suspension and revision of Financial Regulations

Appendix 1 - Tender process

1. General

- 1.1. These Financial Regulations govern the financial management of the council and may only be amended or varied by resolution of the council. They are one of the council's governing documents and shall be observed in conjunction with the council's Standing Orders.
- 1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.
- 1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.
- 1.4. In these Financial Regulations:
 - 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
 - "Approve" refers to an online action, allowing an electronic transaction to take place.
 - "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
 - 'Proper practices' means those set out in *The Practitioners' Guide*
 - *Practitioners' Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England or Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
 - 'Must' and **bold text** refer to a statutory obligation the council cannot change.
 - 'Shall' refers to a non-statutory instruction by the council to its members and staff.
- 1.5. The Responsible Financial Officer (CLERK) holds a statutory office, appointed by the council. The Clerk has been appointed as CLERK and these regulations apply accordingly. The CLERK;
 - acts under the policy direction of the council;
 - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
 - determines on behalf of the council its accounting records and control systems;
 - ensures the accounting control systems are observed;
 - ensures the accounting records are kept up to date;
 - seeks economy, efficiency and effectiveness in the use of council resources; and

- produces financial management information as required by the council.

1.6. **The council must not delegate any decision regarding:**

- **setting the final budget or the precept (council tax requirement);**
- **the outcome of a review of the effectiveness of its internal controls**
- **approving accounting statements;**
- **approving an annual governance statement;**
- **borrowing;**
- **declaring eligibility for the General Power of Competence; and**
- **addressing recommendations from the internal or external auditors**

1.7. In addition, the council shall:

- determine and regularly review the bank mandate for all council bank accounts;
- authorise any grant or single commitment in excess of £5,000;

2. Risk management and internal control

2.1 **The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**

2.2 The Clerk shall prepare, for approval by finance committee, a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.

2.3 When considering any new activity, the Clerk shall prepare a draft risk assessment including risk management proposals for consideration by the council.

2.4 **At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**

2.5 **The accounting control systems determined by the Clerk must include measures to:**

- **ensure that risk is appropriately managed;**
- **ensure the prompt, accurate recording of financial transactions;**
- **prevent and detect inaccuracy or fraud; and**
- **allow the reconstitution of any lost records;**
- **identify the duties of officers dealing with transactions and**
- **ensure division of responsibilities.**

- 2.6 At least once in each quarter, and at each financial year end, a member other than the Chair or a cheque signatory shall be appointed to verify bank reconciliations for all accounts produced by the Clerk. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the council.
- 2.7 Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council shall put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.

3. Accounts and audit

- 3.1 All accounting procedures and financial records of the council shall be determined by the Clerk in accordance with the Accounts and Audit Regulations.
- 3.2 **The accounting records determined by the Clerk must be sufficient to explain the council's transactions and to disclose its financial position with reasonable accuracy at any time. In particular, they must contain:**
- **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;**
 - **a record of the assets and liabilities of the council;**
- 3.3 The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability (AGAR) Return.
- 3.4 The Clerk shall complete and certify the annual Accounting Statements of the council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the Clerk shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.
- 3.5 **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.**
- 3.6 **Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the council, supply the Clerk, internal auditor, or external auditor with such information and explanation as the council considers necessary.

- 3.7 The internal auditor shall be appointed by the council and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.
- 3.8 The council shall ensure that the internal auditor:
- is competent and independent of the financial operations of the council;
 - reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;
 - can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and
 - has no involvement in the management or control of the council
- 3.9 Internal or external auditors may not under any circumstances:
- perform any operational duties for the council;
 - initiate or approve accounting transactions;
 - provide financial, legal or other advice including in relation to any future transactions; or
 - direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 3.10 For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.
- 3.11 The Clerk shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.
- 3.12 The Clerk shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

4. Budget and precept

- 4.1 **Before setting a precept, the council must calculate its council tax (England) requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**
- 4.2 Budgets for salaries and wages, including employer contributions shall be reviewed by Finance Committee at least annually no later than October for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Clerk and the Chair of the Council.

The Clerk will inform committees of any salary implications before they consider their draft budgets.

- 4.3 No later than December each year, the Clerk shall prepare a draft budget with detailed estimates of all receipts and payments/income and expenditure for the following financial year, taking account of the lifespan of assets and cost implications of repair or replacement.
- 4.4 Unspent budgets for completed projects shall not be carried forward to a subsequent year. Unspent funds for partially completed projects may only be carried forward (by placing them in an earmarked reserve) with the formal approval of the full council.
- 4.5 Each committee shall review its draft budget and submit any proposed amendments to the council not later than the end of November each year.
- 4.6 The draft budget with any committee proposals including any recommendations for the use or accumulation of reserves, shall be considered by the council.
- 4.7 Having considered the proposed budget, the council shall determine its council tax requirement by setting a budget. The council shall set a precept for this amount no later than the end of January for the ensuing financial year.
- 4.8 **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must disclose at the start of the meeting that Section 106 applies to them.**
- 4.9 The Clerk shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.
- 4.10 The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.
- 4.11 Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the council.

5. Procurement

- 5.1 **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.
- 5.2 The Clerk should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure

that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.

- 5.3 Every contract shall comply with the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.
- 5.4 **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Procurement Act 2023 and The Procurement Regulations 2024 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**
- 5.5 Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 5.12) obtain prices as follows:
- 5.6 For contracts estimated to exceed £100,000 including VAT, the Clerk shall advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation}. Tenders shall be invited in accordance with Appendix 1.
- 5.7 **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation regarding the publication of invitations and notices.**
- 5.8 For contracts greater than £3,000 excluding VAT the Clerk shall seek at least 3 fixed-price quotes;
- 5.9 Where the value is between £500 and £3,000 excluding VAT, the Clerk shall try to obtain 3 estimates which might include evidence of online prices, or recent prices from regular suppliers.
- 5.10 For smaller purchases, the Clerk shall seek to achieve value for money.
- 5.11 **Contracts must not be split to avoid compliance with these rules.**
- 5.12 The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:
- i. specialist services, such as legal professionals acting in disputes;
 - ii. repairs to, or parts for, existing machinery or equipment;
 - iii. works, goods or services that constitute an extension of an existing contract;
 - iv. goods or services that are only available from one supplier or are sold at a fixed price.
- 5.13 When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in

a recommendation to the council. Avoidance of competition is not a valid reason.

- 5.14 The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- 5.15 Individual purchases within an agreed budget for that type of expenditure may be authorised by:
- the Clerk, under delegated authority, for any items below £1,000 excluding VAT.
 - the Clerk, in consultation with the Chair of the Council or Chair of the appropriate committee, for any items below 1,000 excluding VAT.
 - a duly delegated committee of the council for all items of expenditure within their delegated budgets for items under £5,000 excluding VAT.
 - the council for all items over £5,000;

Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail.

- 5.16 No individual member, or informal group of members may issue an official order {unless instructed to do so in advance by a resolution of the council} or make any contract on behalf of the council.
- 5.17 No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council or a duly delegated committee acting within its Terms of Reference except in an emergency.
- 5.18 In cases of serious risk to the delivery of council services or to public safety on council premises, the Clerk may authorise expenditure of up to £1,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to the council as soon as practicable thereafter.
- 5.19 No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless the council is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.
- 5.20 An official order or letter shall be issued for all work, goods and services above £250 excluding VAT unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.
- 5.21 Any ordering system can be misused and access to them shall be controlled by the Clerk.

6. Banking and payments

- 6.1 The council's banking arrangements, including the bank mandate, shall be made by the Clerk and authorised by the council; banking arrangements shall not be delegated to a committee. The council has resolved to bank with Metro Bank. The arrangements shall be reviewed annually for security and efficiency.
- 6.2 The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised, and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.
- 6.3 All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by the Clerk. Where the certification of invoices is done as a batch, this shall include a statement by the Clerk that all invoices listed have been 'examined, verified and certified' by the Clerk.
- 6.4 Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.
- 6.5 All payments shall be made by online banking, in accordance with a resolution of the council or duly delegated committee or a delegated decision by an officer, unless the council resolves to use a different payment method.
- 6.6 For each financial year the Clerk may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the council may authorise in advance for the year.
- 6.7 A list of such payments shall be reported to the next appropriate meeting of the council for information only.
- 6.8 The Clerk shall have delegated authority to authorise payments only in the following circumstances:
- i. any payments of up to £1,000 excluding VAT, within an agreed budget.
 - ii. payments of up to £1,000 excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.

- iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 {or to comply with contractual terms}, where the due date for payment is before the next scheduled meeting of the council, where the Clerk certifies that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council.
- iv. Fund transfers within the councils banking arrangements up to the sum of £10,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council.

6.9 The Clerk shall present a schedule of payments requiring authorisation, forming part of the agenda for the meeting, together with the relevant invoices, to the council. The council shall review the schedule for compliance and, having satisfied itself, shall authorise payment by resolution. The authorised schedule shall be initialled immediately below the last item by the person chairing the meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of that meeting.

7. Electronic payments

- 7.1 Where internet banking arrangements are made with any bank, the Clerk shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify councillors who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process.
- 7.2 All authorised signatories shall have access to view the council's bank accounts online.
- 7.3 No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.
- 7.4 The Service Administrator shall set up all items due for payment online. A list of payments for approval, together with copies of the relevant invoices, shall be sent online to two authorised signatories.
- 7.5 In the prolonged absence of the Service Administrator an authorised signatory shall set up any payments due before the return of the Service Administrator.
- 7.6 Two authorised signatories shall check the payment details against the invoices before approving each payment using the online banking system.
- 7.7 Evidence shall be retained showing which members approved the payment online.

- 7.8 A full list of all payments made in a month shall be provided to the next council meeting.
- 7.9 With the approval of the council in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are signed/approved online by two authorised members. The approval of the use of each variable direct debit shall be reviewed by the council at least every two years.
- 7.10 Payment may be made by BACS or CHAPS by resolution of the council provided that each payment is approved online by two authorised bank signatories, evidence is retained and any payments are reported to the council at the next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
- 7.11 If thought appropriate by the council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed or approved online by two members, evidence of this is retained and any payments are reported to council when made. The approval of the use of a banker's standing order shall be reviewed by the council at least every two years.
- 7.12 Account details for suppliers may only be changed upon written notification by the supplier verified by the Clerk and a member. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers every two years.
- 7.13 Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.
- 7.14 Remembered password facilities other than secure password stores requiring separate identity verification should not be used on any computer used for council banking.

8. Cheque payments

- 8.1 Cheques or orders for payment in accordance with a resolution or delegated decision shall be signed by two members.
- 8.2 A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.

- 8.3 To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.
- 8.4 Cheques or orders for payment shall not normally be presented for signature other than at, or immediately before or after a council meeting. Any signatures obtained away from council meetings shall be reported to the council at the next convenient meeting.

9. Payment cards

- 9.1 Any Debit Card issued for use will be specifically restricted to the Clerk and will also be restricted to a single transaction maximum value of £1,000 unless authorised by council or finance committee in writing before any order is placed.
- 9.2 A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the council. Transactions and purchases made will be reported to the council and authority for topping-up shall be at the discretion of the council.
- 9.3 Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk unless specifically authorised by the council and any balance shall be paid in full each month.
- 9.4 Members of staff shall not be required to use personal credit or debit cards to make a purchase on behalf of the council.

10. Petty Cash

- 10.1 The council will not maintain any form of cash float. All cash received must be banked intact.

11. Payment of salaries and allowances

- 11.1 As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.**
- 11.2 Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.**
- 11.3 Salary rates shall be agreed by the council, or a duly delegated committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the council or relevant committee.
- 11.4 Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.

- 11.5 Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.
- 11.6 Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook. Payroll reports will be reviewed by the Finance Committee to ensure that the correct payments have been made.
- 11.7 Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council.
- 11.8 Before employing interim staff, the council must consider a full business case.

12. Loans and investments

- 12.1 Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.
- 12.2 Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full council, following a written report on the value for money of the proposed transaction.
- 12.3 The council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must be written in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 12.4 All investment of money under the control of the council shall be in the name of the council.
- 12.5 All investment certificates and other documents relating thereto shall be retained in the custody of the Clerk.
- 12.6 Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

13. Income

- 13.1 The collection of all sums due to the council shall be the responsibility of and under the supervision of the Clerk.
- 13.2 The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Clerk. The Clerk shall be responsible for the collection of all amounts due to the council.
- 13.3 Any sums found to be irrecoverable and any bad debts shall be reported to the council by the Clerk and shall be written off in the year. The council's approval shall be shown in the accounting records.
- 13.4 All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the Clerk considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.
- 13.5 Personal cheques shall not be cashed out of money held on behalf of the council.
- 13.6 Any repayment claim under section 33 of the VAT Act 1994 shall be made quarterly where the claim exceeds £100 and at least annually at the end of the financial year.

14. Payments under contracts for building or other construction works

- 14.1 Where contracts provide for payment by instalments the CLERK shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.
- 14.2 Any variation of, addition to or omission from a contract must be authorised by the Clerk to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

15. Stores and equipment

- 15.1 Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 15.2 Stocks shall be kept at the minimum levels consistent with operational requirements.

16. Assets, properties and estates

- 16.1 The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.
- 16.2 The Clerk shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.
- 16.3 The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.
- 16.4 No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a written report shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).
- 16.5 No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, except where the estimated value of any one item does not exceed £500. In each case a written report shall be provided to council with a full business case.

17. Insurance

- 17.1 The Clerk shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.
- 17.2 The Clerk shall give prompt notification of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 17.3 The Clerk shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to the council at the next available meeting. The Clerk shall negotiate all claims on the council's insurers.
- 17.4 All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall

cover the maximum risk exposure as determined by the council, or duly delegated committee.

18. Charities

- 18.1 Where the council is sole managing trustee of a charitable body the Clerk shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.

19. Suspension and revision of Financial Regulations

- 19.1 The council shall review these Financial Regulations annually and following any change of Clerk. The Clerk shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.
- 19.2 The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.
- 19.3 The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

Appendix 1 - Tender process

1. Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
2. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the council.
3. Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
4. Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
5. Any invitation to tender issued under this regulation shall be subject to Standing Order [insert reference of the council's relevant standing order] and shall refer to the terms of the Bribery Act 2010.
6. Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

This policy was adopted on

Date of next review

MINUTES

Of the meeting held at
 St Mark's Hall, St Mark's Field, Rochford SS4 1PT
 On Thursday, 16th October 2025 at 7.30 pm

In attendance:

Name	Parish Council/Organisation
CLlr D Catchpole	Ashingdon PC
CLlr M Steptoe	Barling Magna. PC
CLlr L Van Houton,	Canewdon PC
CLlrs M Weir, L Fane	Hawkwell PC
CLlr S. Martin	Hockley PC
CLlr A Marriott (Chair)	Hawkwell PC
CLlr S Belton	Rawreth PC
CLlr E Brewer	Rayleigh TC
CLlrs D Crosbie, J Edmunds	Rochford PC
CLlrs D Belton, S Wooton	Rochford District Council
CLlr M Steptoe	Essex County Council
Mrs E Terris	Hon. Secretary

1. Chair's Welcome

CLlr Marriott opened the meeting at 7.30 pm and welcomed councillors and visitors to the meeting.

2. Apologies for Absence

Apologies for absence were received from:

CLlr D Constable (Ashingdon PC)

CLlr R Efde (Great Wakering PC)

CLlrs D Efde and G Whitehead (Rochford PC)

K Hayden, Assistant Clerk (Canewdon PC)

CLlrs J Hedges and L Ridley and K Hawkes, Clerk (Hockley PC)

CLlr M Vernon (Rayleigh TC)

PC D Paveley (Essex Police)

3. To confirm the appointment of an RHALC Hon Secretary

It was agreed to appoint Mrs E Terris as the RHALC Hon Secretary.

4. Approval of Minutes of the AGM held on Thursday, 17th July 2025 (previously circulated)

The minutes of the AGM held on Thursday, 17th July which were circulated prior to the meeting were approved.

5. Finance Updates

It was noted that all subscriptions have been received except for one Council. There were no issues

or concerns to be reported in respect of the finances.

6. **Reports from Other Authorities/Organisations**

a) **Castle Point & Rochford Community Safety Partnership**

A report regarding the Castle Point & Rochford Community Safety Partnership was shared in advance of the meeting for information.

b) **Essex Association of Local Councils – Cllrs A Marriott and S May**

The EALC EGM was recently held. Cllr Martin reported that councillor training was arranged to be held at the Parish Rooms in Rochford, however due to low uptake the session was cancelled.

c) **Rochford District Council (RDC Cllrs D Belton and S Wootton)**

Cllr Belton reported on the following:

- **Waste and Recycling** – Food caddies are now in circulation. There were some teething problems with collections during the first week which include bins being missed and not being emptied. Advice being given to residents who have not had their bins emptied is to empty the caddies into the purple general waste bin. It was noted that compostable caddy bags may be used. Replacement caddies can be ordered via the council website.
- **Budget Consultation** – Only 150 responses received to date. Councillors were asked to promote participation within their parishes.
- **Parking** – The free 30-minute parking trial is continuing. 21,000 tickets were issued in September. It was noted that residents must obtain a ticket to qualify for the 30-minute free parking.
- **Community Infrastructure levy (CIL)** – The District currently does not operate a CIL scheme. A detailed discussion took place regarding CIL versus Section 106 arrangements.

Cllr Wootton reported on the following:

- **Local Plan** – Cllr Wootton has been Chairman of the Planning Policy since May this year. The Local Plan has been in preparation for many years and shared his disappointment towards the progress made towards the plan in previous years. Cllr Wootton explained that the Local Plan covers a 15-year period addressing housing, employment, leisure, transport and education needs across the district. The current plan provides for 689 new homes to be built annually. Alongside this, there is a separate proposal for 10,000 additional homes to be built on the Rochford-Southend border, which is considered disproportionate. Cllr Wootton reported that there has been a considerable amount of emotion from residents regarding Neighbourhood Plans. Cllr Wootton clarified that Neighbourhood Plan cannot prevent development but may help in guiding development and added that developing a Neighbourhood Plan is extremely costly and requires extensive community engagement.
- **Call for Sites** – Will close on 31st October. Any landowner may submit land for consideration however it was noted that inclusion does not mean the site is suitable to be considered for development.
- **Grey Belt Policy** – The government's introduction of 'Grey Belt' land has created uncertainty regarding greenbelt protection, and the Planning Inspectorate may challenge use of greenbelt in any application.
- **Communication and Resources** – A Project Manager and communications specialist have been appointed to oversee the development of the Local Plan and improve

communication. A public newsletter, "Tell Me More" which has 7,000 subscribers will provide updates on planning applications received to ensure transparency.

d) Essex County Council (County Cllr M Steptoe)

Cllr Steptoe reported on the following:

- **Motions considered at ECC Full Council meeting** – Cllr Steptoe advised that the following motions have been put forward which are, recognition of dyslexia and dyspraxia, measures to protect bees due to them being a vital part of our ecology and the possibility of the Chancellor adding VAT to taxi fares with administration putting through a motion to say that ECC does not support this and call on the government to support this.
- **Planning and Waste** – Cllr Steptoe advised that he is a member of the Planning Committee at Essex and there have been discussions regarding the new housing quotas and it has been noted that the country does not have enough minerals to build the houses. It is the aim to eliminate landfill, and any waste disposal is to go through alternative processing.

e) London Southend Airport Consultative Committee (Cllrs D Effe, M Steptoe)

Cllr Steptoe reported on the following:

- Section 106 Agreement – A review is underway regarding S106 agreements.
- Fines can be issued if a flight procedure does not follow correct procedures. The Airport Consultative can either fine a pilot or an airline and any money collected is donated to local charities.

f) Rochford Community Transport Users (Cllr A Marriott)

There was no update.

g) RDC Standards Board (Cllrs J Hedges and R Effe)

There was no update.

7. Local Government Reorganisation/Devolution Update

Cllr Belton advised that Rochford District Council (RDC) have submitted a proposal to join with Maldon, Chelmsford and Brentwood. Approximately 1,100 responses were received from the public survey with most of the responses opposing the reorganisation however, it was noted that residents preferred the Maldon, Chelmsford and Brentwood grouping over any proposal involving Thurrock. The government are currently reviewing the four proposals submitted, and the consultation period is expected to take place in Winter 2025 with a final decision anticipated in March 2026.

At 8.48 pm, Cllrs D and S Belton gave their apologies and left the meeting.

Cllr Steptoe reported that he is a representative of the South Essex Parking Partnership (SEPP) and advised that the Rochford District does not have a sufficient number of parking wardens and that the partnership is trying to put together a campaign to push SEPP into increasing the number of parking wardens. Parish Councils were asked to write to Cllr Steptoe and other leaders regarding the number of parking wardens and to share support to an increase in parking enforcement capacity.

8. Neighbourhood Planning and RHALC Public Meeting Update

Cllr Fane provided an update regarding arranging a public meeting to improve the understanding of

planning process in light of ongoing reforms and to provide residents with factual, non-political information on planning policy and neighbourhood planning. The meeting is likely to take place towards the end of November at The Mill Hall, Rayleigh. Prof. Gavin Parker from The University of Reading and representatives from PAC and Community Plan Alliance have been confirmed. The draft agenda and further details regarding the meeting are being finalised and will be shared in due course

9. Open Forum

Cllr Crosbie, Rochford Parish Council and Chair of Rochford Steering Group asked whether local councils would be interesting in working together in regard to putting in a bid to take over the running of the Freight House in Rochford as part of the future asset dispersals under Local Government Reorganisation. A detailed discussion took place where it was agreed that the Clerk would contact parish councils to gauge any interest. Cllr Lane offered to assist with the preparation of a business plan.

10. Date and Time of Next Meeting

Thursday, 15th January 2025 at 7.30 pm. Venue to be confirmed.

With no further business to discuss the meeting closed at 9.27 pm

**MINUTES OF THE OLD PEOPLES WELFARE FOR ROCHFORD AND DISTRICT
DAY CENTRE COMMITTEE, HELD AT 33A BACK LANE ROCHFORD ESSEX
ON THE 9th October 2025 at 2.30pm**

ATTENDING:

MYRA WEIR	CHAIRMAN & TRUSTEE
STEVE MAY	VICE CHAIR & HAWKWELL PC
KAY ILOTT	SECRETARY & TRUSTEE

Myra opened the meeting at 2.40pm

APOLOGIES:

Brenda Jackson-Baker [President & Trustee] Megan Watson, Sue Osborne.

APPROVAL OF MINUTES FROM: 17th July & 7th September 2025

Approved

Noted-no meeting was held in August due to illness. Steve mentioned that the September minutes needed an amendment regarding his statement. Kay will send out the amended September minutes for approval at the next meeting.

THE CHAIRPERSON/ DAY CENTRE REPORT:

Review of July's minutes:

Compliances – Megan and Kay will look at all the H&S policies and other policies to ensure that they are current, relevant, robust & compliant with government and The Charity Commission regulations. They set a date for Friday 10th at 1.30pm. Kay will have a look at Age UK template for guidance. Megan will look at that list and find templates for policies.

Trustee – It was noted that according to the governing document/constitution, we need a minimum of 3 trustees at our monthly meetings. Brenda is unable to attend monthly meetings at the moment due to family commitments and if either one of the remaining trustees were unable to attend we would need another trustee to be present to hold a meeting. Kay will phone RRAVS to find out why we haven't had any volunteers for the trustee position and a minibus driver, so any advice they could give us would be helpful.

Activities after lunch – after some discussion, it was decided that we could stay open for an hour after lunch, providing someone volunteers to stay longer, and provide board games for the customers to use.

Minibus driver – it was suggested that we could ask the customers to ask if any relatives or friends would be interested in driving our bus. Megan asked if we had a section 19 permit from the DVLA, regarding volunteer drivers over 70. It was uncertain if we had so Meg said she has a form and will sort it out. We also need to clarify if each driver has D1 on their licence. It was decided that we need a second set of keys for the minibus which could cost approximately £140. They will be stored out of sight.

**MINUTES OF THE OLD PEOPLES WELFARE FOR ROCHFORD AND DISTRICT
DAY CENTRE COMMITTEE, HELD AT 33A BACK LANE ROCHFORD ESSEX
ON THE 9th October 2025 at 2.30pm
THE CHAIRPERSON/ DAY CENTRE REPORT cont'd:**

Adverts for volunteers - Megan asked if Kay had reviewed our current adverts with the help of the AI chat GBT. Kay has done this but they aren't much different from the original adverts. Kay will phone SAVS to register our interest in the new project involving partnerships with local businesses.

Extra Raffle – currently there is a raffle on one of our open days. Kay will ask the lady (Margaret) who does the raffle if she would be willing to run two raffles.

Electric Bill -

The tariff needs to be reviewed to try and get the bill lowered. Megan will do that.

Kay suggested that Rochford District Council (RDC) might be approached for financial help, as OPWC is a charity and are providing a service for our community. Kay will phone RDC and enquire about grants.

Members discussed the amount spent on food in the last month. We need to reduce our food bill and ensure that we don't have more stock than needed. Kay will do a stocktake of the store cupboard. Kay suggested that there be a 'to buy' list of goods in the kitchen, so we don't buy too much of one thing.

Day Centre leaflets – It was decided that we should replace the old leaflets. Meg said she would produce a more up to date leaflet.

CORRESPONDENCE/SECRETARY REPORT:

Kay showed members an advert for a 'volunteer fair' from SAVS on 22nd November. No-one will be able to attend.

Rochford District Council has proposed the 'Best 4 Essex' be put forward as the best plan for amalgamating councils.

FINANCE:

September account – a loss of £90 but we should be getting a refund of an overpayment of £61.90 on the gas bill.

Grants – before applying for grants a list of potential wants is needed. We need to find someone to assess the kitchen appliances for efficiency before including them in any applications. Megan is waiting to hear from the National Lottery, probably by the end of October.

Income – there was a discussion on raising the minibus donation from £2.50 to £3. Myra suggested we wait until the new financial year. Megan will enquire about small grants from Ashingdon Parish Council.

Donation – Myra mentioned that Maisie Brain has made a donation to the day centre and would like to thank her with a letter. Kay agreed to write the letter. Megan will ask Maisie to write down what she donated and sign it.

Accounts – The September monthly figures show that we are breaking even.

MEMBER REPORTS:

Steve – The remembrance display has been finished by the members of the Menshed. The Christmas parcels for some of the residents over 70 years old in Hawkwell, have been sorted.

The next meeting will be on, Thursday 20th November at the Day Centre at 2.30 pm and Myra closed this meeting at 3.20pm.

Kay Ilott. Tel: 01702 543295 Mob: 07779432699 Email: ilottkay@gmail.com



November 2025 Training Calendar

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	
27	28	29	30	31	1	2	
3	4	5	6	7	8	9	
		Allotment Course - Session 1 Evening Councillor Training Module 1	Budget & Precept		Councillor Training Day 1		
10	11	12	13	14	15	16	
	Roles & Responsibilities	Allotment Course - Session 2 Standing Orders Evening Councillor Training Module 2	Council Finance Receipts & Payments Precept < £200,000		Councillor Training Day 2		
17	18	19	20	21	22	23	
	Minutes & Agendas	Evening Councillor Training Module 3					
24	25	26	27	28	29	30	
		Protecting Commons, Greens & Open Spaces 1 Finance for Larger Councils Precept > £200,000 Evening Councillor Training Module 4	Protecting Commons, Greens & Open Spaces 2				
1	2	Booking Form Clerk's Bursary Form Councillor Bursary Form					

Courses in Green - Certified Courses
Courses in Red - Core courses required for the CiLCA qualification,
Courses in Blue - Councillor training





December 2025 Training Calendar

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	
1	2	3	4	5	6	7	
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30	31	1	2	3	4	
5	6	Booking Form Clerk's Bursary Form Councillor Bursary Form Courses in Green - Certificated Courses Courses in Red - Core courses required for the CiLCA qualification, Courses in Blue - Councillor training					



January 2026 Training Calendar



MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	
29	30	31	1	2	3	4	
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30	31	1	
2	3	Advanced Councillor Training Day 1 Booking Form Courses in Green - Certificated Courses Clerk's Bursary Form Courses in Red - Core courses required for the CiLCA qualification, Councillor Bursary Form Courses in Blue - Councillor training					



February 2026 Training Calendar



MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
26	27	28	29	30	31	1
2	3	4	5	6	7	8
		Advanced Councillor Training Day 2	Treasury Management & Investments			
9	10	11	12	13	14	15
					Councillor Training Module 1	
16	17	18	19	20	21	22
		Chair Training Day 1			Councillor Training Module 2	
23	24	25	26	27	28	1
	Roles & Responsibilities	Chair Training Day 2			Councillor Training Module 3	
2	3	Booking Form Clerk's Bursary Form Councillor Bursary Form Courses in Green - Certificated Courses Courses in Red - Core courses required for the CiLCA qualification, Courses in Blue - Councillor training				



March 2026

Training Calendar



MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
23	24	25	26	27	28	1
2	3	4	5	6	7	8
	Councillor Training Day 1		A Council Year		Councillor Training Module 4	
9	10	11	12	13	14	15
	Councillor Training Day 2	Internal & External Audit			A Council Year	
16	17	18	19	20	21	22
Council Finance - SM/M Councils	New Clerks Course					
23	24	25	26	27	28	29
		Financial Regulations		Finance for Larger Councils		
30	31					
		Booking Form	Courses in Green - Certificated Courses			
		Clerk's Bursary Form	Courses in Red - Core courses required for the CiLCA qualification,			
		Councillor Bursary Form	Courses in Blue - Councillor training			

