



Rochford Parish Council

Members are summoned to attend a meeting of the Finance Committee to be held on **Wednesday, 26th November 2025 at 6.30 pm at The Parish Rooms, SS4 1PT**

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

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

Emma Terris
Clerk to the Council

20th October 2025

Membership for 2025/26:

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

Terms of Reference for Finance Committee:

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

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

Agenda

1. To agree to Co-Opt Cllr Hubbard as a member of the Finance Committee

2. To receive apologies for absence

3. To receive any Declaration of Interests

4. Minutes of the Previous Meeting

To receive and approve the Minutes of the Meeting held on **Wednesday, 29th October 2025** as a true record of that meeting.

5. Finance Matters

- a. To receive and approve the bank reconciliations for October 2025.
- b. To receive the summary of Receipts and Payments compared to budget for the year to date.
- c. To receive an update on transition to Scribe Accounts.
- d. To receive and approve any payments to be made
- e. To agree the signatories for the Unity Bank Current Account mandate

6. Internal Audit Action Plan

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

7. Insurance Renewal

To discuss and decide next steps regarding the Flood Excess insurance renewal

8. The Parish Rooms

To receive an update on the Parish Rooms.

9. St Mark's Hall

- a. To receive quotes in respect of a Fire Risk Assessment at St Mark's Hall
- b. To discuss and possibly agree to release all utility invoices relating to St Mark's Hall to The Design Cabin CIC

10. Grant Request

To receive a grant request from Rochford Charities

11. IT Support

To receive an update regarding obtaining quotes in respect of IT Support.

12. Budget

- a. To receive and review the draft Budget for 2026/2027.
- b. To receive summary of breakdown of costs for income for all income streams and to discuss and decide whether to apply any increases.

13. Policy Review

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

- Investment Policy
- Reserves Policy

14. Planning Matters

To receive details of any planning applications received

Planning Reference: 25/00787/FUL
Applicant: Kefco Group Limited
Site Proposal: Ground Floor, Kefco House, Rochford Business Park, Cherry Orchard Way Rochford
Proposal: New entrance door to be installed; new delivery driver entrance door to be installed; new canopies to be installed over drive thru windows; existing shopfront frames and first floor windows to be resprayed; sections of existing cladding to be re-sprayed.
Link to Documents [Rochford Development Control](#)

Planning Reference: 25/00787/ADV
Applicant: Kefco Group Limited
Site Proposal: Ground Floor, Kefco House, Rochford Business Park, Cherry Orchard Way Rochford
Proposal: Installation of signage

Planning Reference: 25/00809/FUL
Applicant: Department of Education (DfE)
Site Proposal: The King Edmund School, Vaughan Close, Rochford, Essex
Proposal: Full planning application for the Phase II works; phased redevelopment including demolition of the existing main school building and sports hall and erection of new school building and separate sports hall, temporary 2-storey teaching accommodation required until 2028, refurbishment and extension of the existing swimming pool building, and associated landscape and parking works. New substation.
Link to Documents [Rochford Development Control](#)

15. Date and Time of Next Meeting

To be agreed.