



**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:
