

**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
Address including postcode:	
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 STANBRIDGE 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 believer in being environmental I think the amount of litter and dog faeces in the area is disgusting and a implement of fine for litter of any sort should be replaced the open spaces could do with more trees planted and volunteers to maintain them getting the young environmentalists involved would help to</p>	

Great loyalty 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



IN COLLABORATION WITH SLCC, NALC, OVW, COUNTY ASSOCIATIONS

**This is to certify that
Rochford Parish Council
has signed up to the Civility & Respect Pledge**

Rochford Parish Council believes now is the time to put Civility and Respect at the Top of the Agenda and start a culture change for the local council sector.

Certificate number: 497.

Rochford Parish Council will:

- Treat all councillors, clerk and all employees, members of the public, representatives of partner organisations and volunteers with civility and respect in their role.
- Put in place a training programme for councillors and staff.
- Sign up to Code of Conduct for councillors.
- Have in place good governance arrangements in place including, staff contracts, and Dignity at Work Policy.
- Commit to seek professional help at early stages should civility and respect issues arise.
- Commit to calling out bullying and harassment when it happens.
- Continue to learn from best practice in the sector and aspire to being a role model / champion council e.g., via Local Council Award Scheme.
- Support the continued lobbying for the change in legislation to support the Civility and Respect Pledge including sanctions for elected members where appropriate.

Signed on behalf of the council by:

Chairperson/Mayor: _____ Date: _____

ROCHFORD PARISH COUNCIL

2025/2026 COUNCILLOR AND COMMITTEE MEMBERSHIP

Councillor	Finance	Community Projects	General Purposes	Staffing
Derek Brown				
Leona Bryceland (Co-Opted)				
Denise Crosbie *	X	X	X	X
James Cottis				
James Edmunds (Chair)	X	X	X	
Gunilla Edwards (Co-Opted)				
Daniel Efde	X	X	X	X
Doug Hanser (Co-Opted)			X	
Rodd Hubbard (Co-Opted)	X			
Robert Howat (Co-Opted)				
Paul Nash (Co-Opted)	X	X		X
Linda Thomas (Co-Opted)		X	X	X
Myra Weir	X	X	X	X
Arthur Williams (Vice Chair)	X	X	X	
Graham Whitehead	X		X	X
Mark Vallance (Co-Opted)				

16 Councillors

1 vacancy

Outside Bodies

RHALC - Daniel Efde/Graham Whitehead

OPWC - Myra Weir

Rochford Residents Supporters Group – Denise Crosbie



**Minutes of the meeting of the Finance Committee
of Rochford Parish Council held on
Wednesday, 26th November 2025 at 6.30 pm
at The Parish Rooms, Rochford**

In Attendance:

Councillors: James Edmunds
Denise Crosbie
Rodd Hubbard
Paul Nash (Chair)
Arthur Williams
Graham Whitehead

Clerk: Emma Terris

In Attendance: Leona Bryceland
Gunilla Edwards

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- 73/25 To agree to Co-Opt Cllr Hubbard as a member of the Finance Committee**
73/25.1 It was agreed to co-opt Cllr Hubbard as a member of the Finance Committee.
- 74/25 To receive apologies for absence**
74/25.1 Apologies for absence were received and accepted from Cllrs Efde and Weir.
- 75/25 To receive any Declarations of Interests**
75/25.1 Cllrs Williams declared an interest in regard to Rochford District Council and agenda item 82/25.
75/25.2 Cllr Edmunds declared a pecuniary interest in regard to agenda items 81/25.
- 76/25 To approve the minutes of the meeting held on Wednesday, 29th October 2025**
76/25.1 The minutes of the meeting held on Wednesday, 29th October 2025 were **agreed**.
- 77/25 Bank Reconciliations**
77/25.1 **To receive the bank reconciliations to date.**
The bank reconciliations for all the council's bank accounts as at 31st October 2025 were received **agreed** and signed by Chair of Finance.
77/25.2 **To receive the summary of Receipts and Payments compared to**
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budget for the year to date.

The summary of Receipts and Payments compared to budget was shared with Members. There were no issues or concerns raised.

77/25.3

To receive an update on the transition to Scribe Accounts

The Clerk advised that the transition to Scribe Accounts is complete. Scribe have concluded the reinstatement of the 2023/2024 and 2024/2025 financial years. The cemetery, allotments and bookings database are now in use.

77/25.4

To agree the signatures for the Unity Bank Current Account mandate

It was agreed that the following would be added to the Unity Bank Current Account Mandate

Chair of the Council	Cllr James Edmunds
Vice Chair of the Council	Cllr Arthur Williams
Chair of Finance	Cllr Paul Nash
Clerk / RFO	Mrs Emma Terris

78/25

Internal Audit Action Plan

78/25.1

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.

79/25

Insurance Renewal

79/25.1

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

The renewal documents for the council's flood excess insurance were shared with Members for information. Following a discussion, the Chair proposed that the flood excess insurance is not renewed but for £10,000 to be placed in Ear Marked Reserves. This was seconded by Cllr Edmunds and carried. Cllr Williams voted against, and Cllr Crosbie abstained.

80/25

The Parish Rooms

80/25.1

To receive an update on the Parish Rooms

The Clerk advised that there is condensation forming on the flat roof by the central heating vent. It was **agreed** for the Clerk to ask the Maintenance Officer to investigate this further.

81/25

St Mark's Hall

81/25.1

To receive quotes in respect of a Fire Risk Assessment at St Mark's Hall

Cllr Edmunds withdrew from the meeting for this agenda item.

Quotes received in respect of a Fire Risk Assessment at St Mark's Hall. Members agreed to accept the quote from SafelS at a cost of £289.00 plus VAT.

81/25.2

To discuss and possibly agree to release all utility invoices relating to St Mark's Hall to The Design Cabin CIC

It was unanimously agreed for the Clerk to release all utility invoices relating to St. Mark's Hall to The Design Cabin CIC.

- 82/25** **Grant Request**
82/25.1 **To receive a grant request from Rochford Charities**
A grant request received from Rochford Charities was shared with Members for information. It was unanimously agreed to refer the request to Full Council.
- 83/25** **IT Support**
83/25.1 **To receive an update regarding obtaining quotes in respect of IT Support**
The Clerk advised that a quote has been received from Lighthouse IT in respect of Share Point and Cyber Security work and that she is currently in the process of obtaining further quotes for consideration.
- 84/25** **Budget**
84/25.1 **To receive and review the draft Budget for 2026/2027**
The draft budget was shared with Members for information. It was agreed that a working party is established consisting of Cllrs Edmunds, Hubbard, Nash, and Williams to review and produce a proposed budget. It was agreed that the Working Party will meet on Thursday, 4th December 2025.
- 84/25.2 **To receive a summary of breakdown of income and expenditure costs for all income streams and to discuss and decide whether to apply any increases.**
A report detailing the breakdown of income and expenditure for all income streams was received.
- 85/25** **Policy Review**
85/25.1 **To review and recommend to Full Council the Investments Policy and Reserves Policy are adopted**
It was **agreed** to recommend that the Investments Policy and Reserves Policy 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.
- 86/25** **Planning Matters**
86/25.1 **Reference: 25/00787/FUL**
Location: Kefco Group Limited, Ground Floor, Kefco House, Rochford Business Park, Cherry Orchard Way, Rochford
Description: 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 resprayed.
Comment: Councillors had no objection or comment to make on this application.
- 86/25.2 **Reference: 25/00787/ADV**
Applicant Kefco Group Limited
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Location Ground Floor, Kefco House, Rochford Business Park,
Cherry Orchard Way, Rochford
Description: Installation of signage
Comment: Councillors had no objection or comment to make on this
application.

86/25.3

Reference: 25/00809/FUL
Applicant Department of Education (DfE)
Location: The King Edmund School, Vaughan Close, Rochford,
Essex
Description: Full planning application for 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.
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 8.27 pm.

Minutes signed by: -----

Date: -----

ROCHFORD PARISH COUNCIL
PAYMENTS MADE BETWEEN 01.11.2025 AND 31.12.2025

Date	Bank	Cost Code	Description	Supplier	Net	VAT	Total
01/11/2025	Metro Bank Current Account	Website	Website Development	Site-Street Ltd	-1,970.00	-394.00	-2,364.00
01/11/2025	Metro Bank Current Account	Broadband/Telephone/Mobile	Daisy XLN Mobile	Daisy XLN Mobile	-2.40	-0.48	-2.88
01/11/2025	Metro Bank Current Account	Maintenance	Fire Alarm Service	City fire Protection	-164.17	-32.83	-197.00
02/11/2025	Imprest Account	Broadband/Telephone/Mobile	Mobile Phone	EE	-45.61		-45.61
03/11/2025	Metro Bank Current Account	Business Rate	Business Rates KH2	Rochford District Council	-91.00		-91.00
03/11/2025	Metro Bank Current Account	Business Rate	Business Rates KH1	Rochford District Council	-98.00		-98.00
03/11/2025	Metro Bank Current Account	Business Rate	business rates KH3	Rochford District Council	-78.00		-78.00
06/11/2025	Imprest Account	Bank Charges	Stripe Bank Charges	Stripe	-0.46		-0.46
06/11/2025	Imprest Account	Bank Charges	Stripe Bank Charges	Stripe	-0.48		-0.48
10/11/2025	Metro Bank Current Account	Office Equipment	Photocopier Rental	Kent Procurment Service	-102.68	-20.54	-123.22
10/11/2025	Metro Bank Current Account	Utilities	Electricity Supply - Town Clock	SSE Enegy	-95.95	-4.80	-100.75
10/11/2025	Metro Bank Current Account	Business Rate	Business Rates RLC	Rochford District Council	-87.00		-87.00
10/11/2025	Metro Bank Current Account	Business Rate	Business Rates Parish Rooms	Rochford District Council	-208.00		-208.00
10/11/2025	Metro Bank Current Account	Utilities	Electricity	EDF Energy	-111.26	-5.56	-116.82
10/11/2025	Metro Bank Current Account	Vehicle	Truck MOT	W.H Whittingham & Sons Ltd	-50.00		-50.00
10/11/2025	Metro Bank Current Account	Maintenance	Cleaning Service	Neatwork Services Ltd	-667.00	-133.40	-800.40
10/11/2025	Metro Bank Current Account	Maintenance	Maintenance Supplies	Ernest Doe & Sons Ltd	-14.99	-3.00	-17.99
10/11/2025	Metro Bank Current Account	Maintenance	Maintenance Supplies	Ernest Doe & Sons Ltd	-9.16	-1.83	-10.99
10/11/2025	Metro Bank Current Account	Waste	Waste Collection	P.F. Ahern (London) Limited	-63.44	-12.68	-76.12
10/11/2025	Metro Bank Current Account	Waste	Waste Collection	P.F. Ahern (London) Limited	-38.90	-7.78	-46.68
10/11/2025	Metro Bank Current Account	Waste Collection	Waste Collection	P.F. Ahern (London) Limited	-57.68	-11.52	-69.20
10/11/2025	Metro Bank Current Account	Rent Kings Head	Kings Head Rent	Parabar Development Ltd	-1,250.00		-1,250.00
10/11/2025	Metro Bank Current Account	Maintenance	Cleaning Bus Stop	J&P Prior	-132.54	-26.51	-159.05
10/11/2025	Metro Bank Current Account	Utilities	Electricity Supply St Marks	SSE Enegy	-287.69	-14.38	-302.07
10/11/2025	Imprest Account	Vehicle	Road Tax	DVLA	-345.00		-345.00
10/11/2025	Metro Bank Current Account	Business Rate	RDC Business Rates St Marks	Rochford District Council	-254.00		-254.00
10/11/2025	Metro Bank Current Account	Maintenance	Signwriting	Richard Edmunds	-355.00		-355.00
10/11/2025	Metro Bank Current Account	Insurance	Insurance	Gallagher Insurance	-6,505.03		-6,505.03
10/11/2025	Metro Bank Current Account	Subscriptions	Scribe Accounts	Starboard Systems Limited	-240.00	-48.00	-288.00
10/11/2025	Metro Bank Current Account	Subscriptions	Data Protection Officer	Satswana Limited	-150.00	-30.00	-180.00
10/11/2025	Metro Bank Current Account	Maintenance Internal	Cleaning Service	Neatwork Services Ltd	-410.00	-82.00	-492.00
10/11/2025	Imprest Account	IT Charges	Microsoft	Microsoft	-40.30	-8.06	-48.36
10/11/2025	Imprest Account	IT Charges	Microsoft	Microsoft	-50.70	-10.14	-60.84
10/11/2025	Metro Bank Current Account	Events - Christmas	Christmas Event	PLRS Media Limited	-1,575.00		-1,575.00
10/11/2025	Metro Bank Current Account	Events - Christmas	Festive Lights	Aylesford Electrical Ltd	-6,710.00	-1,342.00	-8,052.00

10/11/2025	Metro Bank Current Account	Utilities	Electricity Supply - RLC	SSE Enegy	-90.24	-4.51	-94.75
10/11/2025	Metro Bank Current Account	Broadband/Telephone/Mobile	Sky Broadband	Sky Broadband	-42.45	-8.49	-50.94
10/11/2025	Imprest Account	Subscriptions	Adobe	Adobe	-16.64	-3.33	-19.97
11/11/2025	Metro Bank Current Account	Income-Parish Hall	Rent Parish Rooms 2	Alyson H Ltd	368.75		368.75
11/11/2025	Metro Bank Current Account	Utilities	Gas Parish Rooms	SSE Energy Solutions	17.78	0.89	18.67
11/11/2025	Metro Bank Current Account	Utilities	Gas Parish Rooms	SSE Energy Solutions	-201.42	-10.07	-211.49
11/11/2025	Imprest Account	Maintenance	Home Plus Glue	Home Plus 2	-1.99		-1.99
12/11/2025	Imprest Account	Pension Provision	Pension Contributions	Smart Pensions	-449.22		-449.22
18/11/2025	Imprest Account	Office Supplies/Stationery	Books	Lexis Lexis	-180.00		-180.00
19/11/2025	Imprest Account	Events - Christmas	Christmas Event	Monster Inflatables	-310.42	-62.08	-372.50
20/11/2025	Metro Bank Current Account	Burial Charges	Burial fees	Eileens Florist	-200.00		-200.00
20/11/2025	Metro Bank Current Account	Utilities	WC Electricity Back Lane	SSE Enegy	-434.48	-21.73	-456.21
20/11/2025	Metro Bank Current Account	Waste	Dog Waste Collection	TBS Hygiene Ltd	-224.00	-44.80	-268.80
20/11/2025	Metro Bank Current Account	Rent Kings Head	Kings Head Rent	Parabar Development Ltd	-1,250.00		-1,250.00
20/11/2025	Metro Bank Current Account	Utilities	Electricity Supply St Marks	SSE Energy Solutions	-43.50	-2.18	-45.68
20/11/2025	Metro Bank Current Account	Subscriptions	PPLS Music Licence	PPL PRS	-64.27	-12.85	-77.12
20/11/2025	Metro Bank Current Account	Broadband/Telephone/Mobile	Sky Broadband	Sky Broadband	-25.45	-5.09	-30.54
20/11/2025	Metro Bank Current Account	Events - Christmas	VIP Security Services	VIP Security Essex Ltd	-1,165.50	-233.10	-1,398.60
21/11/2025	Imprest Account	Salaries	Salary Payment	Staff Payments	-6,339.07		-6,339.07
21/11/2025	Imprest Account	Councillors Allowances	Councillors Allowance	Allowances Paid	-345.21		-345.21
23/11/2025	Metro Bank Current Account	Utilities	Electricity Street Lighting	NPower	-504.48	-25.22	-529.70
24/11/2025	Metro Bank Current Account	Truck	Truck Fuel	Motia Fuel Card	-49.27		-49.27
25/11/2025	Imprest Account	HMRC	HMRC	HMRC	-2,189.46		-2,189.46
25/11/2025	Imprest Account	Events - Christmas	Christmas Event	Printed Today	-101.97		-101.97
28/11/2025	Metro Bank Current Account	Bank Charges	Bank Charges	Metro Bank	-20.00		-20.00
30/11/2025	Unity Current Account	Bank Charges	Bank Charges	Unity Bank	-0.39		-0.39
10/12/2025	Metro Bank Current Account	Burial Charges	Grave Digging	Eileens Florest	-150.00		-150.00
10/12/2025	Metro Bank Current Account	Burial Charges	Grave Digging	Eileens Florest	-150.00		-150.00
10/12/2025	Metro Bank Current Account	Travel Expenses	Staff Expenses	Emma Terris	-93.24		-93.24
10/12/2025	Metro Bank Current Account	Maintenance	Bus Stop Cleaning	J&P Prior	-132.54	-26.51	-159.05
10/12/2025	Metro Bank Current Account	Maintenance	Cleaning	Neatwork Services Ltd	-667.00	-133.40	-800.40
10/12/2025	Metro Bank Current Account	Utilities	Parish Rooms Electricity	EDF Energy	-107.85	-5.39	-113.24
10/12/2025	Metro Bank Current Account	Training Staff	EALC Training	EALC	-586.00	-117.20	-703.20
10/12/2025	Metro Bank Current Account	Utilities	Waste Collection	P.F. Ahern (London) Limited	-57.68	-11.52	-69.20
10/12/2025	Metro Bank Current Account	Waste	Waste Collection	P.F. Ahern (London) Limited	-38.90	-7.78	-46.68
10/12/2025	Metro Bank Current Account	Waste	Dog Waste Removal	TBS Hygiene Ltd	-224.00	-44.80	-268.80
10/12/2025	Metro Bank Current Account	Waste	Waste Collection	TBS Hygiene Ltd	-25.00	-5.00	-30.00
10/12/2025	Metro Bank Current Account	Training Staff	Staff Training	SLCC	-38.50	-7.70	-46.20
10/12/2025	Metro Bank Current Account	Training Staff	Staff Training	SLCC	-28.90	-5.78	-34.68

10/12/2025	Metro Bank Current Account	Maintenance	Staff Expenses	Cathy Balding	-14.00	-14.00	-14.00
10/12/2025	Metro Bank Current Account	Maintenance	Lawn Cemetery Maintenance	Cody Buckley-Hills	-45.00	-45.00	-45.00
10/12/2025	Metro Bank Current Account	Events - Christmas	Christmas Event	Kim Parker	-9,438.00	-9,438.00	-9,438.00
10/12/2025	Metro Bank Current Account	Events - Christmas	Christmas Event	Sherry Fuller	-58.50	-58.50	-58.50
10/12/2025	Metro Bank Current Account	Events - Christmas	Christmas Event	William Burrage	-250.00	-250.00	-250.00
10/12/2025	Metro Bank Current Account	Broadband/Telephone/Mobile	Sky Broadband	Sky Broadband	-47.77	-9.55	-57.32
10/12/2025	Metro Bank Current Account	Maintenance	Cleaning Kings Head and Parish Rooms	Neatwork Services Ltd	-205.00	-41.00	-246.00
10/12/2025	Metro Bank Current Account	Maintenance Internal	Cleaning Kings Head and Parish Rooms	Neatwork Services Ltd	-205.00	-41.00	-246.00
10/12/2025	Metro Bank Current Account	Subscriptions	Scribe Accounts	Starboard Systems Limited	-240.00	-48.00	-288.00
10/12/2025	Imprest Account	IT Charges	Microsoft	Microsoft	-40.30	-8.06	-48.36
10/12/2025	Imprest Account	IT Charges	Microsoft	Microsoft	-50.70	-10.14	-60.84
10/12/2025	Metro Bank Current Account	Maintenance	Fire Safety Inspection	Safe I.S.	-289.00	-57.80	-346.80
10/12/2025	Metro Bank Current Account	Events - Christmas	Christmas Event	Lee Clark	-100.00		-100.00
10/12/2025	Metro Bank Current Account	Events - Christmas	Christmas Event	Ray Linge Market Stalls Ltd	-1,217.00	-243.40	-1,460.40
17/12/2025	Metro Bank Current Account	Utilities	Electricity Street Lighting	NPower	-548.52	-109.70	-658.22
17/12/2025	Metro Bank Current Account	Utilities	WC Electricity Back Lane	SSE Energy Solutions	-471.45	-23.57	-495.02
19/12/2025	Imprest Account	Salaries	Salary Payment	Staff Salaries	-6,672.40		-6,672.40
19/12/2025	Imprest Account	Councillors Allowances	Councillors Allowance	Allowances Paid	-345.41		-345.41
TOTAL							-62,241.37

Rochford Parish Council

Summary of Receipts and Payments

8 January 2026 (2025 - 2026)

All Cost Centres and Codes

Allotments

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1000	Income-Allotments		6,079.10	6,079.10				6,079.10 (N/A)
4063	Utilities					870.20	-870.20	-870.20 (N/A)
4071	Supplies/Equipment					150.00	-150.00	-150.00 (N/A)
4400	Grant					3,455.60	-3,455.60	-3,455.60 (N/A)
SUB TOTAL			6,079.10	6,079.10		4,475.80	-4,475.80	1,603.30 (N/A)

Community Events (CP)

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1041	Income Events		728.62	728.62				728.62 (N/A)
1042	Income - Grants							(N/A)
1043	Income - Donations							(N/A)
4024	Grants					1,968.00	-1,968.00	-1,968.00 (N/A)
4204	Events General		210.00	210.00	36,500.00	2,101.10	34,398.90	34,608.90 (94%)
5655	Events - Christmas					24,199.49	-24,199.49	-24,199.49 (N/A)
SUB TOTAL			938.62	938.62	36,500.00	28,268.59	8,231.41	9,170.03 (25%)

Councillor Costs

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4027	Chain of Office				500.00	12.36	487.64	487.64 (97%)
4050	Election Expenses				1,500.00		1,500.00	1,500.00 (100%)
4055	Training Councillors				1,000.00	1,014.00	-14.00	-14.00 (-1%)
4056	Travel Expenses					78.52	-78.52	-78.52 (N/A)
4111	Chairman's Allowance				1,700.00	984.72	715.28	715.28 (42%)
4115	Chairman's Fund				4,200.00		4,200.00	4,200.00 (100%)
4116	Councillors Allowances				1,000.00	1,989.40	-989.40	-989.40 (-98%)
SUB TOTAL					9,900.00	4,079.00	5,821.00	5,821.00 (58%)

Doggets Wildlife Area

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1040	Income - Doggetts	1,500.00	1,500.00					(0%)
1091	Income-Other Income							(N/A)
4101	Maintenance							(N/A)
4105	Waste				1,500.00	2,302.00	-802.00	-802.00 (-53%)
4212	Doggetts Open Space							(N/A)
SUB TOTAL		1,500.00	1,500.00		1,500.00	2,302.00	-802.00	-802.00 (-26%)

Rochford Parish Council

Summary of Receipts and Payments

8 January 2026 (2025 - 2026)

All Cost Centres and Codes

Earmarked Reserves

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
321	Doggetts Wildlife Area							(N/A)
322	Bac Lane Toilets							(N/A)
323	Rochford Lawn Cemetery							(N/A)
326	UKSPF							(N/A)
331	Vehicle Reserve							(N/A)
333	CCTV Reserve							(N/A)
335	Events Reserve							(N/A)
340	Allotments Reserve					2,708.33	-2,708.33	-2,708.33 (N/A)
350	High Street Fund							(N/A)
SUB TOTAL						2,708.33	-2,708.33	-2,708.33 (N/A)

General Administration

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1176	Precept	290,037.00	290,037.00					(0%)
1190	Interest Received		6,468.75	6,468.75				6,468.75 (N/A)
1191	VAT Refund							(N/A)
4016	Office Equipment		130.00	130.00	9,581.00	1,032.87	8,548.13	8,678.13 (90%)
4020	Office Supplies/Stationery				8,695.00	1,159.49	7,535.51	7,535.51 (86%)
4035	Internal Audit Fees				688.00	300.00	388.00	388.00 (56%)
4036	External Audit Fees				1,650.00	1,848.00	-198.00	-198.00 (-12%)
4037	Year End Closure				990.00	912.00	78.00	78.00 (7%)
4038	Legal Fees/Professional Fees					875.00	-875.00	-875.00 (N/A)
4039	Bank Charges		-0.98	-0.98	345.00	281.42	63.58	62.60 (18%)
4042	Utilities							(N/A)
4059	Fuel				607.00		607.00	607.00 (100%)
4110	Vehicle				1,364.00	500.32	863.68	863.68 (63%)
4404	Maintenance					1,589.82	-1,589.82	-1,589.82 (N/A)
4407	Insurance					7,035.14	-7,035.14	-7,035.14 (N/A)
4408	Website					2,310.00	-2,310.00	-2,310.00 (N/A)
4409	Subscriptions					9,446.47	-9,446.47	-9,446.47 (N/A)
4410	S137 Expenditure							(N/A)
4413	IT Charges					1,004.69	-1,004.69	-1,004.69 (N/A)
5650	Holding Deposits		90.00	90.00		200.00	-200.00	-110.00 (N/A)
5652	Publications/Advertising					550.00	-550.00	-550.00 (N/A)
5653	Truck					49.27	-49.27	-49.27 (N/A)
5654	Broadband/Telephone/Mobile					1,367.75	-1,367.75	-1,367.75 (N/A)
SUB TOTAL		290,037.00	296,724.77	6,687.77	23,920.00	30,462.24	-6,542.24	145.53 (0%)

Kings Head

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4019	Business Rate				3,198.00	2,138.08	1,059.92	1,059.92 (33%)
4064	Utilities				1,500.00		1,500.00	1,500.00 (100%)
4102	Rent Kings Head				15,000.00	12,500.00	2,500.00	2,500.00 (16%)

Rochford Parish Council

Summary of Receipts and Payments

8 January 2026 (2025 - 2026)

All Cost Centres and Codes

4412 Maintenance Internal	2,190.32	-2,190.32	-2,190.32 (N/A)
SUB TOTAL	19,698.00	16,828.40	2,869.60 (14%)

Parish Rooms

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1005 Income-Parish Hall	18,453.00	9,081.58	-9,371.42		1,393.75	-1,393.75	-10,765.17 (-58%)
4029 Business Rate				2,634.00	1,663.00	971.00	971.00 (36%)
4043 Utilities				3,053.00	2,052.91	1,000.09	1,000.09 (32%)
4107 Waste				356.00	461.47	-105.47	-105.47 (-29%)
4405 Maintenance				12,671.00	2,628.71	10,042.29	10,042.29 (79%)
SUB TOTAL	18,453.00	9,081.58	-9,371.42	18,714.00	8,199.84	10,514.16	1,142.74 (3%)

Rochford Lawn Cemetery

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1020 Income-Burials		7,060.97	7,060.97				7,060.97 (N/A)
4011 Business Rate					696.62	-696.62	-696.62 (N/A)
4013 Burial Charges					2,650.00	-2,650.00	-2,650.00 (N/A)
4106 Waste					634.49	-634.49	-634.49 (N/A)
4401 Maintenance					10,752.92	-10,752.92	-10,752.92 (N/A)
5651 Utilities					1,036.59	-1,036.59	-1,036.59 (N/A)
SUB TOTAL		7,060.97	7,060.97		15,770.62	-15,770.62	-8,709.65 (N/A)

St Marks Hall

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1109 Income St Marks							(N/A)
4044 Utilities				896.00	1,438.05	-542.05	-542.05 (-60%)
4083 Business Rate				2,879.00	2,027.90	851.10	851.10 (29%)
4308 Waste Collection				790.00	458.61	331.39	331.39 (41%)
4406 Maintenance				1,330.00	4,664.00	-3,334.00	-3,334.00 (-250%)
SUB TOTAL				5,895.00	8,588.56	-2,693.56	-2,693.56 (-45%)

Staffing

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4000 Salaries				130,000.00	63,236.22	66,763.78	66,763.78 (51%)
4001 Job Advert					0.86	-0.86	-0.86 (N/A)
4008 HMRC				13,500.00	19,139.74	-5,639.74	-5,639.74 (-41%)
4009 Pension Provision				10,500.00	5,631.56	4,868.44	4,868.44 (46%)
4047 Travel Expenses					102.34	-102.34	-102.34 (N/A)
4051 Training Staff				5,000.00	1,452.40	3,547.60	3,547.60 (70%)
4061 Optician expenses				300.00	150.00	150.00	150.00 (50%)

Rochford Parish Council
Summary of Receipts and Payments
All Cost Centres and Codes

8 January 2026 (2025 - 2026)

SUB TOTAL	159,300.00	89,713.12	69,586.88	69,586.88	(43%)
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Street Furniture (GP)

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1070 Income-Grants							(N/A)
4012 Utilities				9,000.00	5,583.18	3,416.82	3,416.82 (37%)
4014 Street Signs							(N/A)
4100 Maintenance				10,000.00	3,319.32	6,680.68	6,680.68 (66%)
SUB TOTAL				19,000.00	8,902.50	10,097.50	10,097.50 (53%)

Toilets

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4040 Utilities				2,000.00	3,945.53	-1,945.53	-1,945.53 (-97%)
4068 Supplies				2,000.00	91.93	1,908.07	1,908.07 (95%)
4402 Maintenance				2,000.00	6,231.08	-4,231.08	-4,231.08 (-211%)
SUB TOTAL				6,000.00	10,268.54	-4,268.54	-4,268.54 (-71%)

Summary

NET TOTAL	309,990.00	321,385.04	11,395.04	300,427.00	230,567.54	69,859.46	81,254.50
V.A.T.		12,742.66			13,829.42		
GROSS TOTAL		334,127.70			244,396.96		

**MINUTES OF THE OLD PEOPLES WELFARE FOR ROCHFORD AND DISTRICT
DAY CENTRE COMMITTEE, HELD AT 33A BACK LANE ROCHFORD ESSEX
ON THE 11th DECEMBER 2025**

ATTENDING:

CLLR MYRA WEIR	CHAIRMAN & TRUSTEE
STEVE MAY	VICE CHAIRMAN, HAWKWELL PC
KAY ILOTT	SECRETARY & TRUSTEE
SUE OSBORNE	ASHINGDON PC
GILL PLACKETT	CO-OPTED
SUE TAYLOR	CO-OPTED

Meeting began at 2.35pm

APOLOGIES: Megan Watson-Treasurer

APPROVAL OF MINUTES FROM: 20th November 2025

Approved

THE CHAIRPERSON/ DAY CENTRE REPORT:

- The Christmas dinner will be on Friday 19th December
- A discussion on funding led to Sue T mentioning that her husband is an amateur historian who puts on slide shows of local history including postcards dating from the 1800's to the 1930's & 1950's. The audience is asked for donations to charities. She and her husband could also do quizzes to raise money. This would be a good start to get funding.
- Sue T has experience with trusteeship and governance and having read our current constitution had some suggestions about subjects currently not addressed, so it needs updating i.e.
 - The length of time the chairman is in office
 - The consequences of persistent non-attendance at monthly meetings
 - It was worth noting that according to the OPWC constitution, the Treasurer is by default, a trustee

CORRESPONDENCE/SECRETARY REPORT:

- Kay volunteered to draft the Health & Safety policy & procedures.
- Copies of the minibus driver checklist was given to Myra to give to the current driver to action
- Kay phoned RRAVS for advice on ideas for getting voluntary helpers especially drivers. Apparently RRAVS has increased their advertising for volunteers on social media, especially on facebook, However the adverts are very general and don't always mention Rochford day centre.
- Kay volunteered to ask local shop owners/managers if they could donate to our raffle prizes and Sue T suggested that at the same time if we could put an advert in their shop for a much needed voluntary minibus driver.
- The person currently running the raffle once a week isn't prepared to extend it to another day, so we need to find someone who will. However this is dependent on first finding a source of donations or funding for raffle prizes.

MINUTES OF THE OLD PEOPLES WELFARE FOR ROCHFORD AND DISTRICT DAY CENTRE COMMITTEE, HELD AT 33A BACK LANE ROCHFORD ESSEX ON THE 11th DECEMBER 2025

CORRESPONDENCE/SECRETARY REPORT cont'd:

- Kay again contacted the MP for our area, Bayo Alaba. He's still very interested in visiting the day centre and would even offer his help on occasion. Dates when he is free will be emailed to Kay in the new year.
- A copy of the draft OPWC members register was given to each member for deliberation and to be approved at the next meeting.
- Kay asked Myra for the accident book in order to ensure its robust enough.
- Sue T will email Kay a template for setting up an action log to help with her to do list.

FINANCE:

- Sue Osborne informed us that Ashingdon Parish Council (APC) will donate £250 to OPWC. Kay will contact the clerk and give APC our bank details.
- Members read the November accounts which showed a loss of £70. It was noted that the insurances figure was less than expected so we need the figures clarified by our treasurer. There was a suggestion that insurances may need to be paid at a different time of the year. This should be discussed at the next meeting

MEMBER REPORTS

- **Steve** – most of the Christmas parcels have been delivered and these were very well received.
- **Sue O** – APC are exploring a Neighbourhood plan. Rochford District Council have expressed an interest in taking over Ashingdon playing fields.

The next meeting will be on **Thursday the 8th January 2026** at the Day Centre at 2.30 pm.
Steve gave his apologies for the next meeting.

Myra closed this meeting at 3.40pm

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



42B High Street, Great Dunmow, Essex, CM6 1AH
Telephone: 01371 829148
www.councilwise.co.uk

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Introduction to being a Councillor – Session 1 & Session 2

Stepping into the role of a parish or town councillor is an exciting opportunity to make a real difference in your local community. However, understanding how councils operate—and your responsibilities within them—can feel overwhelming, especially if you are new to local government.

Over these two sessions that have been specifically designed to give you the confidence and knowledge you need to participate fully in your council. It explains the legal framework, governance principles, practical aspects of the role, and the role of your Clerk ensuring you are well-prepared to serve effectively.

Councillors attending these sessions will benefit from having two course tutors delivering the content between them, using examples from their knowledge & experiences of Councils.

Course Content:

- **Understanding Local Government**
How parish and town councils fit into the bigger picture.
 - **Roles and Responsibilities**
The duties of councillors, clerks, chairs, and other key figures.
 - **Guardian of the Public Purse**
Finance essentials, budget setting, and the precept.
 - **Council Powers and Duties**
What councils must do—and what they can do.
 - **Meetings and Governance**
Standing orders, key documents, and meeting protocols.
 - **Employing Staff**
Responsibilities as an employer.
 - **Code of Conduct & Interests**
Maintaining integrity and transparency.
-

By the end of the two Introduction to being a Councillor session as a Councillor you will:

- Have a clear understanding of your role as a councillor and the context in which you operate.
 - Know the rules governing councils, councillors, staff, and employers.
 - Understand the legislative and regulatory framework that ensures compliance.
 - Be confident in meetings and appreciate the importance of good governance.
-

Who Should Attend?

This course is recommended for all councillors—whether you are new to the role or looking to refresh your knowledge.

Course Tutors:

Ann C Wood LL.B., Cert. HE, DMS, PIALC, CouncilWise

Ann has worked as a parish clerk since 1996, with small, medium and large councils throughout the County. Over that period, she has also worked as a locum clerk and/or advisor to many other Essex Councils. She has worked as a tutor for the parish council sector and holds a C&G Certificate in training adults. Ann has been working for the last seven years as an Internal Auditor to councils of all sizes.

Ann is also a parish councillor at Black Notley Parish Council and has also been the Chair of the Council. Ann is the current Chair of the Greens Committee, Chair of the Personnel Committee and is the Emergency Planning representative. Ann is currently the Tree Warden for the parish of Black Notley.

Ann has been a member of the ICCM for many years and is also a member of the Internal Audit Forum.

Chair, Cllr Judith Farr

Judith was a civil servant with the Department of Work and Pensions, having worked there since she left university.

Judith has been Chair of Stebbing Parish Council since May 2019, along with other Councillors Judith was re-elected (uncontested) in 2023 and remains Chair of the Parish Council. Judith is on the Highways Committee, member of the Village Hall Committee, member of the Stebbing Neighbourhood Steering Group.

Judith is a regular volunteer in the Community Village Shop but also chair of the village shop committee.

Date of Courses & Location:**Set 1**

28th January 10.00am – 3.30pm - Great Dunmow

4th February 10.00am – 3.30pm - Great Dunmow

Set 2

4th June – Session 1 – 10.00am – 3.30pm – Great Dunmow

11th June – Session 2 – 10.00am – 3.30pm – Great Dunmow

Cost of Courses:

February Dates: £90.00 + VAT per day

June Dates: Subscribers £90.00 + VAT per day Non-Subscribers £112.50 + VAT per day

A light lunch & refreshments will be provided on each day.

Bookings: pearlwillcox@councilwise.co.uk

Rochford Parish Council - Draft Budget 2026-2027

ALLOTMENTS	£
Utilities	2,500.00
Supplies/Equipment	250.00
Grant	2,400.00
TOTAL - ALLOTMENTS	5,150.00

COMMUNITY EVENTS	£
Grants	3,000.00
Events General	4,000.00
Events Christmas	33,000.00
TOTAL - COMMUNITY EVENTS	40,000.00

COUNCILLOR COSTS	£
Chain of Office	500.00
Training Councillors	2,000.00
Travel Expenses	150.00
Chairman's Allowance	2,000.00
Chariman's Allowance	3,000.00
Councillors Allowance	13,000.00
TOTAL - COUNCILLOR COSTS	20,650.00

DOGGETS WILDLIFE AREA	£
Maintenance	5,000.00
Waste Removal	4,000.00
TOTAL - DOGGESTS WILDLIFE AREA	9,000.00

GENERAL ADMINISTRATION	£
Office Equipment	2,000.00
Office Supplies/Stationery	5,000.00
Internal Audit Fees	800.00
External Audit Fees	1,000.00
Legal/Professional Fees	2,000.00
Bank Charges	500.00
Truck	1,250.00
Insurance	7,000.00
Webstie	700.00
Subscriptions	6,000.00
IT Charges	3,000.00
Publications/Advertising	1,200.00
Broadband/Telephone/Mobile	2,000.00
TOTAL - GENERAL ADMINISTRATION	32,450.00

KINGS HEAD	£
Business Rates	3,200.00
Utilities	1,500.00
Rent	15,000.00

Maintenance Internal	5,000.00
TOTAL - KINGS HEAD	24,700.00

PARISH ROOMS	£
Business Rates	2,500.00
Utilities	3,500.00
Waste	1,500.00
Maintenance	10,000.00
TOTAL - PARISH ROOMS	17,500.00

ROCHFORD LAWN CEMETERY	£
Business Rates	1,000.00
Burial Charges	6,000.00
Waste	1,000.00
Maintenance	20,000.00
Utilities	2,000.00
TOTAL - ROCHFORD LAWN CEMETERY	30,000.00

ST MARK'S HALL	£
Utilities	1,500.00
Business Rates	3,500.00
Waste Collection	800.00
Maintenance	5,000.00
TOTAL - ST MARK'S HALL	10,800.00

STAFF COSTS	£
Salaries	135,000.00
PAYE/NI	30,000.00
Pension Provision	10,500.00
Travel Expenses	400.00
Training Staff	3,000.00
Optician Expenses	500.00
TOTAL - STAFF COSTS	179,400.00

STREET FURNITURE	£
Utilities	8,500.00
Maintenance	16,000.00
TOTAL - STREET FURNITURE	24,500.00

TOILETS	£
Utilities	5,000.00
Supplies	1,000.00
Maintenance	9,000.00
TOTAL - STREET FURNITURE	15,000.00
TOTAL	409,150.00
Income (See Below)	- 45,000.00
Transfer from Gen Reserves	

Precept (Total Expenditure less income and receipts)	364,150.00
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ESTIMATED INCOME	£
Allotments	6,000.00
Community Events	3,000.00
Doggets Wildlife Area	1,500.00
Bank Interest	7,500.00
Lawn Cemetary Income	14,000.00
Parish Rooms Income	13,000.00
TOTAL - ROCHFORD LAWN CEMETERY	45,000.00

ESTIMATED TAX BASE 2026-2027	3,806.70
Charged £79.72 Band D 2025/2026	290,037.00

Projected Expenditure	409,150.00
Less Estimated Income	45,000.00
	364,150.00

2025/26 Band D Tax Charge	79.72
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2026/27

Precept	364,148.92
Tax Base	3,806.70
Band D Tax Charge	95.66 20%
Precept increase/(decrease)	20.35%

under/over

cost per household

- 1.08

£15.94



42B High Street, Great Dunmow, Essex, CM6 1AH
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Navigating the Planning System

Course Content:

Parish and Town Councils play a vital role in the planning system. This course is designed to give Clerks & Councillors the confidence, knowledge, and practical skills needed to engage effectively with planning applications and represent their communities. Planning is one of the most important and challenging responsibilities of a Parish or Town Council. Clerks & Councillors are expected to comment knowledgeably on applications, understand planning policy, and make balanced, lawful recommendations.

Who Should Attend:

It is ideal for the Clerk or members of the Council who deal with planning applications or who are part of the Council’s planning committee.

This course is also recommended for all new Clerks and forms part of the core courses that are required to be completed if you wish to undertake the CiLCA qualification.

Course Overview:

This course will give a basic knowledge of how planning decisions are made by Full Council/Committee and an understanding of a Parish/Town Council’s role. A course dedicated to planning that is regularly brought up to date by the course tutor with the latest planning legislation. Please note that this is only an introduction to planning.

Course Outcome:

By the end of the course, attendees will:

- Feel confident participating in planning discussions
- Understand how to protect their council and community
- Be able to make clear, lawful, and effective planning comments
- Understand how planning fits within the wider council role
- How planning decisions are made
- Types of Planning applications
- How to respond to planning applications
- Planning Enforcement
- Local Planning
- National Planning Policy Framework (NIPPF)

Course Tutor:

Adriana Jones, CiLCA

Adriana started work in Local Government in 2007 as a Finance Officer to a Parish Council. Adriana is an experienced Clerk, Responsible Financial Officer (RFO), and principal Finance Officer serving three separate Parish Councils within the Epping Forest District. With over 18 years of hands-on experience in the governance and administration of Parish Councils, Adriana brings a wealth of expertise to her role when it comes to finance & planning and was heavily involved in the Local Plan examination on behalf of one Parish Council.

Her in-depth knowledge of the planning system for Parish and Town Councils is exceptional, making her a trusted resource for navigating the planning processes that Councils must adhere to. Adriana's professional background ensures she can provide practical insights into the planning law, applications, responses and statutory compliance. Her main interest & passion is to ensure that Clerks & Councillors understand and navigate the planning system, thereby giving them the best chance of being heard.

Whether you're looking to understand the planning procedures or gain clarity on planning regulations, Adriana's guidance is grounded in real-world experience and best practices.

Date of Courses throughout the year & Location:

Weekdays:

19th February 10.00am – 3.30pm - Great Dunmow

17th September 10.00am – 3.30pm – Great Dunmow

26th November 10.00am – 3.30pm – Great Dunmow

Saturdays:

14th February 10.00am – 3.30pm - Great Dunmow

21st March - 9.30am – 3.00pm – Great Dunmow

13th June - 9.30am - 3.00pm – Great Dunmow

21st November - 9.30am – 3.00pm – Great Dunmow

Cost of Courses:

Weekday: Subscribers - £90.00 + VAT, Non-Subscribers - £112.50 + VAT

Saturday: Subscribers - £105.00 + VAT, Non-Subscribers - £125.00 + VAT

A light lunch & refreshments will be provided.

Bookings: pearlwillcox@councilwise.co.uk



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Preparing for your Audit – The Practical Side Course Content:

The Annual Audit is something that many Clerks can find to be a bit of an ordeal, particularly those who are new to the role as Clerk/RFO or feel uncertain about how the process works. Whilst there is a lot of information available through the SAPP Practitioners Guide 2025, there are many who would like some practical guidance about the mandatory requirements and what the Auditor will be looking for. The most effective audits result from communication between the Clerk/RFO and the Internal Auditor in advance of the actual audit. Your Auditor should be supportive and have a shared commitment to transparency and improving governance.

This session is aimed at looking at the practical side of the audit and making certain that you understand the process and that everything is in place. It will encourage discussion between attendees about issues relating to their individual councils and questions in advance will be welcome.

Course Tutor: Ann C Wood LL.B., Cert. HE, DMS, PIALC, CouncilWise

Ann has worked as a parish clerk since 1996, with small, medium and large councils. Over that period, she has also worked as a locum clerk and/or advisor to many other Essex Councils. She has worked as a tutor for the parish council sector and holds a C&G Certificate in training adults. Ann has been working for the last seven years as an Internal Auditor to councils of all sizes.

She is a member of the ICCM and the Internal Audit Forum.

Ann is also a parish councillor at Black Notley Parish Council and is the current Chairman of the Greens Committee, Chairman of the Personnel Committee and is the Emergency Planning representative. She is also a Tree Warden for Black Notley.

Date of Courses:

20th January – 9.30am – 12.30pm

20th January – 1.30pm – 4.30pm

Cost of Courses: £45.00 + VAT

Location: Great Dunmow

Course Suitability: Clerks, RFOs & Other Officers

Bookings: pearlwillcox@councilwise.co.uk



Emma Goodings
Director of Place
Brentwood Borough Council &
Rochford District Council

Rochford Parish Council
Parish Council Rooms
West Street
Rochford
Essex SS4 1AS

Ask for: Mr John Harrison
Direct Dial: 01702 546366
Email: planning.applications@rochford.gov.uk
My Ref: 25/00870/FUL
Your Ref:

15th December 2025

Application No: **25/00870/FUL**
Applicant: **Mr Rod Carrington**
Site Location: **20 Regency Close Rochford Essex SS4 1XD**
Proposal: **Proposed new build dwelling to end of terrace.**
Dear Sir/Madam

Town & Country Planning Act 1990 (as amended)
Town & Country Planning (General Development Procedure) Order 1995 (as amended)
Planning (Listed Buildings and Conservation Areas) Act 1990 (as amended)
Town & Country Planning (Control of Advertisements) Regulations 1992

Parish/Town Council Planning Consultation

I have received plans(s) and application form in respect of the proposal detailed above for your consideration. These can be viewed using the following link:- [Rochford Development Control](#) .

I should be grateful if you would forward any observations that you may have to make within 21 days of the date of this letter .

If there is no response to this consultation letter within 21 days, it will be assumed that you have no comments to make on the proposal.

Yours faithfully,

A handwritten signature in blue ink, appearing to read 'Emma Goodings', is positioned above the typed name.

Ms Emma Goodings
MA Hons (cantab) MA MRTPI



Emma Goodings
Director of Place
Brentwood Borough Council &
Rochford District Council

Rochford Parish Council
Parish Council Rooms
West Street
Rochford
Essex SS4 1AS

Ask for: Mr Thomas Byford
Direct Dial: 01702 963316
Email: planning.applications@rochford.gov.uk
My Ref: 25/00797/FUL
Your Ref:

16th December 2025

Application No: **25/00797/FUL**
Applicant: **Mr Alston**
Site Location: **202 Ashingdon Road Rochford Essex SS4 1TB**
Proposal: **Change of use of Retail Shop into Restaurant with Extractor Flue and new opening hours**

Dear Sir/Madam

Town & Country Planning Act 1990 (as amended)
Town & Country Planning (General Development Procedure) Order 1995 (as amended)
Planning (Listed Buildings and Conservation Areas) Act 1990 (as amended)
Town & Country Planning (Control of Advertisements) Regulations 1992

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Ms Emma Goodings
MA Hons (cantab) MA MRTPI



42B High Street, Great Dunmow, Essex, CM6 1AH
Telephone: 01371 829148
www.councilwise.co.uk

“Empowering Collaboration, embracing innovation, moving your Council forward – together”

Chairing with Confidence – Session 1 & Session 2

You've been to many meetings in your working life but how are local council meetings different? Our two sessions provide you with the skills, tools, strategies & legal know-how for leading effective Parish and Town Council meetings.

Over these two sessions that have been specifically designed to give you the confidence and knowledge you need to have as Chair to your Council & to engage, support & encourage your Council members.

Attendees on this course will benefit from having two course tutors delivering the content between them, using examples from their knowledge & experiences of Councils.

Course content:

- Understanding the role and qualities required of the chair
 - Understanding the role of the clerk and the importance of building a good working relationship with the clerk
 - Legal specifics, such as voting, convening meetings, standing orders, signing minutes
 - Preparing for a meeting - whether that's a virtual meeting or at your usual venue
 - How to stimulate discussion and manage energy levels
 - Managing difficult behaviours at a meeting
 - Chairing a challenging meeting
 - Dealing with public participation and speakers
 - Knowing your council - assessing skills
 - Getting the most from meetings (looking at decisions and actions, meeting reflection)
-

By the end of the two sessions, you will be confident in leading council meetings, understand the key procedures and get the most from your councillor colleagues and clerk.

Who Should Attend?

This course is recommended for current Chairs, Vice-Chairs and aspiring Chairs.

Course Tutors:

Ann C Wood LL.B., Cert. HE, DMS, PIALC, CouncilWise

Ann has worked as a parish clerk since 1996, with small, medium and large councils throughout the County. Over that period, she has also worked as a locum clerk and/or advisor to many other Essex Councils. She has worked as a tutor for the parish council sector and holds a C&G Certificate in training adults. Ann has been working for the last seven years as an Internal Auditor to councils of all sizes.

Ann is also a parish councillor at Black Notley Parish Council and has also been the Chair of the Council. Ann is the current Chair of the Greens Committee, Chair of the Personnel Committee and is the Emergency Planning representative. Ann is currently the Tree Warden for the parish of Black Notley.

Ann has been a member of the ICCM for many years and is also a member of the Internal Audit Forum.

Chair, Cllr Judith Farr

Judith was a civil servant with the Department of Work and Pensions, having worked there since she left university.

Judith has been Chair of Stebbing Parish Council since May 2019, along with other Councillors Judith was re-elected (uncontested) in 2023 and remains Chair of the Parish Council. Judith is on the Highways Committee, member of the Village Hall Committee, member of the Stebbing Neighbourhood Steering Group.

Judith is a regular volunteer in the Community Village Shop but also chair of the village shop committee.

Date of Courses & Location:

Set 1

9th February – Session 1 - 10.00am – 3.30pm - Great Dunmow

16th February – Session 2 - 10.00am – 3.30pm - Great Dunmow

Set 2

2nd June – Session 1 – 10.00am – 3.30pm – Great Dunmow

9th June – Session 2 – 10.00am – 3.30pm – Great Dunmow

A further set of Charing with Confidence sessions will be added to the calendar for the Autumn.

Cost of Courses:

February Dates: £90.00 + VAT per day

June Dates: Subscribers £90.00 + VAT per day Non-Subscribers £112.50 + VAT per day

A light lunch & refreshments will be provided on each day.

Bookings: pearlwillcox@councilwise.co.uk

Rochford Parish Council

Ask for: Ms Kathryn Williams

Direct Dial:

Email: planning.applications@rochford.gov.uk

My Ref: 25/00644/OUT

Your Ref:

Dear Sir/Madam

Date: 18th December 2025

Application No: **25/00644/OUT**
Applicant: **Croudace Homes Ltd**
Site Location: **Land North Of Pelhams Farm Hall Road Rochford Essex**
Proposal: **Outline Application (except for access and phase 1 landscaping buffer for which detailed approvals are sought) for the residential development of up to 325 private and affordable dwellings and a Class E and/or Class F2 unit; together with open spaces including natural green space for the mitigation of protected sites; a minimum of 10% biodiversity net gain; a new vehicular and pedestrian access off Hall Road; and associated landscaping and infrastructure. Please Note: Regarding the Phase 1 Landscaping buffer, this is applied for in detail, all other landscaping matters are reserved for future consideration.**

Town & Country Planning Act 1990 (as amended)
Town & Country Planning (General Development Procedure) Order 1995 (as amended)
Planning (Listed Buildings and Conservation Areas) Act 1990 (as amended)
Town & Country Planning (Control of Advertisements) Regulations 1992

Re-consultation on the Above Application Due to Additional Information

I refer to the planning application detailed above and write to inform you that revised/additional details have now been received.

I should be grateful if you would forward any observations that you may have to make on this proposal within 21 days of the date of this letter and would appreciate the return of any documents enclosed.

If there is no response to this re-consultation letter within 21 days, it will be assumed that you have no additional comments to make.

Yours faithfully,



Ms Emma Goodings
MA Hons (cantab) MA MRTPI

Post and parcel deliveries **ONLY**: Rochford District Council, Civic Suite , 2 Hockley Road,
Rayleigh, Essex, SS6 8EB. **IN PERSON AT RECEPTION**: Rochford Library, 8 Roche Close,
Rochford, Essex, SS4 1PX. Phone: 01702 546366 Website: www.rochford.gov.uk



Emma Goodings
Director of Place
Brentwood Borough Council &
Rochford District Council

Rochford Parish Council
Parish Council Rooms
West Street
Rochford
Essex SS4 1AS

Ask for: Ms Mo Aleshinloye
Direct Dial: 01702 546366
Email: planning.applications@rochford.gov.uk
My Ref: 25/00903/FUL
Your Ref:

17th December 2025

Application No: **25/00903/FUL**
Applicant: **Greenhill**
Site Location: **14 College Gardens Rochford Essex SS4 1YL**
Proposal: **Rear extension over ground and first floor, extension to carport to front elevation including new canopy and parapet wall over new porch**

Dear Sir/Madam

Town & Country Planning Act 1990 (as amended)
Town & Country Planning (General Development Procedure) Order 1995 (as amended)
Planning (Listed Buildings and Conservation Areas) Act 1990 (as amended)
Town & Country Planning (Control of Advertisements) Regulations 1992

Parish/Town Council Planning Consultation

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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	Budget & Precept		Councillor Training Day 1	
		Evening Councillor Training Module 1				
10	11	12	13	14	15	16
	Roles & Responsibilities	Allotment Course - Session 2	Council Finance, Receipts & Payments Precept < £200,000		Councillor Training Day 2	
		Standing Orders				
		Evening Councillor Training Module 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	Protecting Commons, Greens & Open Spaces 2			
	Law & Procedures	Evening Councillor Training Module 4				
1	2					
		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			



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	<p>Booking Form Clerk's Bursary Form Councillor Bursary Form</p> <p>Courses in Green - Certificated Courses Courses in Red - Core courses required for the CILCA qualification, Courses in Blue - Councillor training</p>					



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	<p>Advanced Councillor Training Day 1</p> <p>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</p>					

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	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			



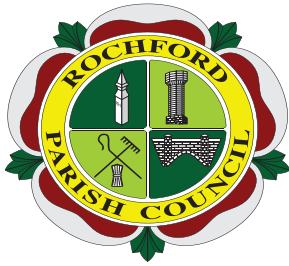
March 2026

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	Courses in Green	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		





**Minutes of the meeting of the General Purposes Committee
Held on Wednesday, 19th November 2025
at The Parish Rooms, Rochford at 7.00 pm**

In Attendance: James Faulkner

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

Clerk: Emma Terris

-
- 26/25 To receive apologies for absence**
26/25.1 No Apologies received.
- 27/25 To receive any Declarations of Interests**
27/25.1 Cllr Efde & Cllr Williams declared an interest in Rochford District Council
27/25.2 Cllr Thomas declared an interest in in the allotments as a tenant.
27/25.3 Cllr Edmunds declared an interest in St Marks Hall.
- 28/25 To approve the Minutes of the Meeting held on 19th October 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 Budget**
29/25.1 The General Purpose budget was proposed and agreed to defer until the end of meeting.
- 30/25 Allotments**
30/25.1 A report of the waiting list was received

- 30/25.2 A report on vacant plots was received
- 30/25.3 An update was received regarding the deliberator and installing it on the cabins at the allotments
- 30/25.4 An update on the tree survey was received.
- 30/25.5 It was proposed that more information be recovered on local allotment price lists and to present them at the next GP meeting by Cllr Thomas, this was seconded by Cllr Efde and **agreed** unanimously

31/25 Rochford Lawn Cemetery

- 31/25.1 A written report was received on the number of burials and cremated ashes in the plot Since the last meeting.
- 31/25.2 A verbal report on the maintenance of the cemetery was received.
- 31/25.3 It was agreed to bring a list of local cemetery prices to be considered at next meeting.

32/25 VAS Sign

- 32/25.1 An update from the delivery of the VAS Sign was received with 3 quotes being obtained to install.

33/25 Budget

- 33/25.1 It was agreed to defer to the finance committee.

There being no further business, the meeting closed at 9.13 pm

-Signed:Chair

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 Ede, 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 Ede)

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

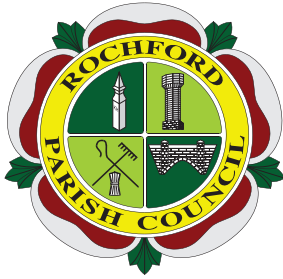
9. Open Forum

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 COMMUNITY
PROJECTS**
held on
Wednesday 19th November 2025
commencing at **6.30pm**

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

In attendance Laura Buckley-Hills
Cllr Rodd Hubbard
Cllr Gunilla Edwards

39/25 To receive apologies for absence.

39/25.1 Apologies received and accepted from Cllr Weir.

40/25 To receive Declarations of Interest.

40/25.1 Declarations of interest were received by Cllr Edmunds – The Design Cabin C.I.C. and The Freight House.

41/25 To approve the Minutes of the Meeting held 15th October 2025.

41/25.1 The minutes of the last meeting were signed as a true record of that meeting.

42/25 2026/2027 Budget.

42/25.1 Cllr Edmunds proposed a budget of £40,000 to be requested, it was seconded by Cllr Williams, 5 Councillors agreed, 1 Councillor against.

Kim Parker and Mike Vancoevorden entered the meeting at 6.55pm.

Councillors agreed to move item 6.b in front of item 5, as the Events team were present.

43/25 Event teams update on the Event – Christmas

43/25.1 Verbal report was given by the Events Team.

Emma Terris, The Clerk and James Faulkner, Doug Hauser and Graham Whitehead entered the meeting at 7.22pm

Kim Parker and Mike Vancoevorden left the meeting at 7.55pm

44/25 Roundabout Rochford

44/25.1 It was unanimously agreed the Office would put together the articles required and share with Councillors in December.

45/25 Events

45/25.1 Christmas 2025

- a) Councillors accepted the report and the Office gave a verbal report of updates. It was unanimously agreed there would be no Tractor Award – due to all the tractors arriving from different start points.

44/25 Planning applications - None at time of issue

There being no further business the meeting closed at 8.08pm

**MINUTES OF THE OLD PEOPLES WELFARE FOR ROCHFORD AND DISTRICT
DAY CENTRE COMMITTEE, HELD AT 33A BACK LANE ROCHFORD ESSEX
ON THE 11th DECEMBER 2025**

ATTENDING:

CLLR MYRA WEIR	CHAIRMAN & TRUSTEE
STEVE MAY	VICE CHAIRMAN, HAWKWELL PC
KAY ILOTT	SECRETARY & TRUSTEE
SUE OSBORNE	ASHINGDON PC
GILL PLACKETT	CO-OPTED
SUE TAYLOR	CO-OPTED

Meeting began at 2.35pm

APOLOGIES: Megan Watson-Treasurer

APPROVAL OF MINUTES FROM: 20th November 2025

Approved

THE CHAIRPERSON/ DAY CENTRE REPORT:

- The Christmas dinner will be on Friday 19th December
- A discussion on funding led to Sue T mentioning that her husband is an amateur historian who puts on slide shows of local history including postcards dating from the 1800's to the 1930's & 1950's. The audience is asked for donations to charities. She and her husband could also do quizzes to raise money. This would be a good start to get funding.
- Sue T has experience with trusteeship and governance and having read our current constitution had some suggestions about subjects currently not addressed, so it needs updating i.e.
 - The length of time the chairman is in office
 - The consequences of persistent non-attendance at monthly meetings
 - It was worth noting that according to the OPWC constitution, the Treasurer is by default, a trustee

CORRESPONDENCE/SECRETARY REPORT:

- Kay volunteered to draft the Health & Safety policy & procedures.
- Copies of the minibus driver checklist was given to Myra to give to the current driver to action
- Kay phoned RRAVS for advice on ideas for getting voluntary helpers especially drivers. Apparently RRAVS has increased their advertising for volunteers on social media, especially on facebook, However the adverts are very general and don't always mention Rochford day centre.
- Kay volunteered to ask local shop owners/managers if they could donate to our raffle prizes and Sue T suggested that at the same time if we could put an advert in their shop for a much needed voluntary minibus driver.
- The person currently running the raffle once a week isn't prepared to extend it to another day, so we need to find someone who will. However this is dependent on first finding a source of donations or funding for raffle prizes.

MINUTES OF THE OLD PEOPLES WELFARE FOR ROCHFORD AND DISTRICT DAY CENTRE COMMITTEE, HELD AT 33A BACK LANE ROCHFORD ESSEX ON THE 11th DECEMBER 2025

CORRESPONDENCE/SECRETARY REPORT cont'd:

- Kay again contacted the MP for our area, Bayo Alaba. He's still very interested in visiting the day centre and would even offer his help on occasion. Dates when he is free will be emailed to Kay in the new year.
- A copy of the draft OPWC members register was given to each member for deliberation and to be approved at the next meeting.
- Kay asked Myra for the accident book in order to ensure its robust enough.
- Sue T will email Kay a template for setting up an action log to help with her to do list.

FINANCE:

- Sue Osborne informed us that Ashingdon Parish Council (APC) will donate £250 to OPWC. Kay will contact the clerk and give APC our bank details.
- Members read the November accounts which showed a loss of £70. It was noted that the insurances figure was less than expected so we need the figures clarified by our treasurer. There was a suggestion that insurances may need to be paid at a different time of the year. This should be discussed at the next meeting

MEMBER REPORTS

- **Steve** – most of the Christmas parcels have been delivered and these were very well received.
- **Sue O** – APC are exploring a Neighbourhood plan. Rochford District Council have expressed an interest in taking over Ashingdon playing fields.

The next meeting will be on **Thursday the 8th January 2026** at the Day Centre at 2.30 pm.
Steve gave his apologies for the next meeting.

Myra closed this meeting at 3.40pm

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



Rochford Parish Council

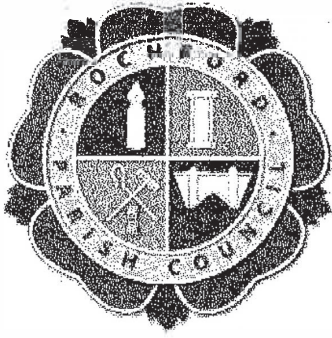
APPLICATION FOR GRANT FUNDING

1	Organisation applying for Grant	Life Community Church
2	Project Title	Revive Community Supermarket
3	Contact details: Name Position held Email Telephone Address	<hr/>
4	Address of project (if different from above)	
5	Full description of project	<p>Revive Community Supermarket is a community-led initiative providing access to nutritious food for a fraction (30/40% less) of what the same items would cost in a regular supermarket.</p> <p>The mobile supermarket will set up in local identified areas to minimise travelling costs for residents. One of those locations to start with would be St Marks Hall in Rochford initially on the 9th December from 9am-1pm and then on a weekly basis from In January.</p>

6	What is the intended benefit or impact of the project?	It will enable people, particularly those on low incomes, to stretch their budgets further each week, helping to prevent crisis situations from arising in household finances which can bring the need for Food Banks into play.
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7	<p>Details of necessary permissions, consents, licences sought or received (e.g. owner's consent, planning permission, building control approval)</p>	<p>Once a storage location has been acquired then we will need to register with the food standards agency and in turn Environmental Health in Rochford.</p> <p>Since we started we have supported nearly 86 Households (300 residents) with 3,103 items. The average spend is £7.89. If this would have been purchased elsewhere, it would have cost £11.19 so they have saved £3.36 (30%).</p>
8	<p>Please provide details of any ongoing running costs this project will need and how it will be provided.</p>	<p>The project has funding through Essex County Council, Rochford District Council, Feeding Britain and Sanctuary Housing at present. This funding is for the set up and running of the Supermarket over the next year while other funding will be sourced over the next year to ensure its sustainability.</p> <p>We will need funding from Rochford Parish Council for the use of St Marks Hall on:</p> <p>Tuesday 1st July 9am-12pm (3 hours) Tuesday 8th July 9am-12pm (3 hours) Tuesday 15th July 9am-12pm (3 hours) Tuesday 22nd July 9am-12pm (3 hours) Tuesday 5th August 9am-12pm (3 hours) Tuesday 12th August 9am-12pm (3 hours) Tuesday 19th August 9am-12pm (3 hours) Tuesday 26th August 9am-12pm (3 hours) Tuesday 2nd September 9am-12pm (3 hours) Tuesday 9th September 9am-12pm (3 hours) Tuesday 16th September 9am-12pm (3 hours) Tuesday 23th September 9am-12pm (3 hours) Tuesday 30th September 9am-12pm (3 hours) Tuesday 7th October 9am-12pm (3 hours) Tuesday 14th October 9am-12pm (3 hours) Tuesday 28th October 9am-12pm (3 hours)</p> <p>(weekly hire of St Marks Hall from 1st April – 24th June 2025 = 48 hours @ £12.00 per hour = £576.00</p>
9	<p>Total Value of Project</p>	<p>£ 56,000</p>

10	Please provide details of funding from other sources that is being sought or awarded (including volunteer time)	Essex County Council £25,000 Feeding Britain £7,000 Rochford Council – Health and Wellbeing Board £5,000 Sanctuary Housing – £3,000 Household Support Fund - £10,500 Other Funding – £8,000 Rochford Parish Council - £912 (since launch on 9 th December and weekly hire since 14 th January.)
11	Grant Requested	£ 576.00
12	<p><u>DECLARATION</u></p> <p>I am authorised to make this application on behalf of the organisation and confirm that the information provided in this application is accurate. I enclose a copy of our latest annual accounts.</p> <p>Signed:  Date: 1/11/25</p> <p>Name (please print): ...Peter Everett.....</p> <p>Telephone:07793865461.....</p>	
13	<p>Please return to: The Clerk to the Council Rochford Parish Council 82 West Street Rochford Essex SS4 1AS Email: enquiries@rochfordparishcouncil.gov.uk</p>	



Rochford Parish Council

APPLICATION FOR GRANT FUNDING

1	Organisation applying for Grant	Rochford Charities (Rochford Almshouses)																
2	Project Title	Printing and Publicity																
3	Contact details: Name Position held Email Telephone Address																	
4	Address of project (if different from above)	N/A																
5	Full description of project	<p>The charity is requesting a one-off grant of £600 to be given in kind over 12 months by printing our Policies and meeting papers. Our next meeting is in January when we will be reviewing our policies and the Charity usually has up to 8 meetings per year.</p> <p>Below are some rough calculations on the amount of paper and ink which might be required.</p> <table> <thead> <tr> <th></th> <th>Sheet s</th> <th>B&W</th> <th>Colour</th> </tr> </thead> <tbody> <tr> <td>One off Policies</td> <td>750</td> <td>750</td> <td></td> </tr> <tr> <td>Trustee Meetings</td> <td>1600</td> <td>1000</td> <td>600</td> </tr> <tr> <td></td> <td>2350</td> <td>1750</td> <td>600</td> </tr> </tbody> </table>		Sheet s	B&W	Colour	One off Policies	750	750		Trustee Meetings	1600	1000	600		2350	1750	600
	Sheet s	B&W	Colour															
One off Policies	750	750																
Trustee Meetings	1600	1000	600															
	2350	1750	600															

		Costs	£25	262.5	300	£588
6	What is the intended benefit or impact of the project?	The charity does not employ staff or own a printer, and this grant will allow our trustees to be able to study documents without having to use electronic equipment.				

7 Details of necessary permissions, consents, licences sought or received (e.g. owner's consent, planning permission, building control approval) None

8 Please provide details of any ongoing running costs this project will need and how it will be provided. None

9 Total Value of Project £600

10 Please provide details of funding from other sources that is being sought or awarded (including volunteer time)

11 Grant Requested **£600**

12 **DECLARATION**

I am authorised to make this application on behalf of the organisation and confirm that the information provided in this application is accurate. I enclose a your latest annual accounts.

..... **Date:**

Name (please print):David Cottis.....

13 **Please return to:**
The Clerk to the Council
Rochford Parish Council
82 West Street
Rochford
Essex SS4 1AS
Email: enquiries@rochfordparishcouncil.gov.uk

Handwritten text, likely bleed-through from the reverse side of the page. The text is extremely faint and illegible due to low contrast and significant noise. It appears to be organized into several paragraphs, with some lines starting with capital letters. A horizontal line is visible on the right side of the page, approximately halfway down.