



**Minutes of the meeting of the Finance Committee
of Rochford Parish Council held on
Wednesday, 28th January 2026 at 6.30 pm
at The Parish Rooms, Rochford**

In Attendance:

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

Clerk: Emma Terris

-
- 87/25 To receive apologies for absence**
Apologies for absence were received and accepted from Cllr Weir.
- 88/25 To receive any Declarations of Interests**
88/25.1 Cllrs Williams declared an interest in regard to Rochford District Council
88/25.2 Cllr Edmunds declared a pecuniary interest in regard to agenda item 92/25.2.
- 89/25 To approve the minutes of the meeting held on Wednesday, 26th November 2025**
The minutes of the meeting held on Wednesday, 26th November 2025 were **agreed**.
- 90/25 Bank Reconciliations**
90/25.1 To receive the bank reconciliations for November and December 2025
The bank reconciliations for all the council's bank accounts as at 30th November and 31st December 2026 were received **agreed** and signed by Cllr Nash, Chair of Finance.
90/25.2 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. It was noted that 86.4% of the budget has been spent and there is a need to monitor the budget going forward.

90/25.3 To receive an approve payments to be made
 It was agreed to approve the following payments totaling £6,595.62 as listed on the payments schedule.

Supplier	Description	Amount
P.F. Ahern	Waste Collection	162.62
Stocksigns Limited	VAS Sign	4,405.73
Kent Procurement Service	Photocopier Rental	123.22
J&P Prior	Bus Stop Cleaning	159.05
SLCC	Staff Training	495.00

90/25.4 To receive an update on updating the authorised signatories at Unity Bank
 The Clerk advised that Cllrs Edmunds, Williams, and Nash have been added to the Unity Bank Current Account mandate.

91/25 Internal Audit Action Plan
91/25.1 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.

92/25 St Mark’s Hall
92/25.1 To receive the fire risk assessment for St Mark’s Hall and discuss and agree on next steps.

At 6.44 pm, Cllr Edmunds declared an interest and withdrew from the meeting.

Copies of the Fire Risk Assessment report were circulated to members for information. The Clerk advised that the report identified remedial works required ranging from low, intermediate to high-risk compliance and that quotations are being obtained for the necessary works.

Cllr Williams proposed that a decision on this item is deferred until information on the costs of the required works is available. In the interim, it is the responsibility of users of St Mark’s Hall to ensure that all fire doors are unlocked during periods of hire. This was seconded by Cllr Efde and carried by a majority with two abstentions.

93/25 IT Support
93/25.1 To receive an update regarding obtaining quotes in respect of IT Support
 The Clerk advised that a quote has been received from Lighthouse IT and that she has requested quotations from two other providers.

93/25.2 To receive a model IT policy for discussion
 The Clerk advised from this year, to comply with Assertion 10 on the Annual Governance Annual Return (AGAR), a Parish Council must be able to demonstrate that it has appropriate policies, procedures and

arrangements in place to manage risk, including IT and data security and that both internal and external auditors would expect an IT Information Security policy to be adopted. A model IT policy was circulated to members for information. It was agreed that the Clerk and the Chair of Finance would work together to draft a suitable policy.

94/25 Budget /End of Year/Internal Audit

94/25.1 To receive an update on the Budget 2026/27

The Clerk advised that the precept request for 2026/27 has been submitted to Rochford District Council.

94/25.2 To discuss and agree for the Clerk to obtain quotes for the internal audit to be undertaken

It was agreed that the Clerk obtains quotations to complete this year's internal audit to be undertaken.

96/25 Rochford Lawn Cemetery and Allotments

96/25.1 To receive the costs for the Lawn Cemetery and to discuss and decide to recommend increasing the costs from April 2026

The current charges for the Lawn Cemetery, which have not been increased since 2021, were circulated to members for consideration.

It was agreed that, in line with the approved budget, a recommendation be made to the General Purposes Committee that the charges be increased by 20% with effect from April 2026.

96/25.2 To receive the costs for the Allotments and to discuss and decide to recommend increasing the costs from April 2026

The current charges for the Allotments, which have not been increased since 2021, were circulated to members for consideration.

It was agreed that, in line with the approved budget, a recommendation be made to the General Purposes Committee that the charges be increased by 20% with effect from April 2026.

97/25 Policy Review

97/25.1 To 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 Clerk and Cllr Nash, Chair of Finance, will conduct a review of the Financial Risk Assessment prior to a review at the next Finance Committee meeting.

Rochford Parish Council

PAYMENTS & RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
691 IT Charges	10/01/2026		Imprest Account	Debit Card	Payment - Adobe	Adobe	S	-16.64	-3.33	-19.97
694 Waste	14/01/2026		Metro Bank Current,	FT260201ZNB8	Payment - Dog Waste Collectio	TBS Hygiene Ltd	S	-280.00	-56.00	-336.00
693 Burial Charges	14/01/2026		Metro Bank Current,	FT260201H6T7	Payment - Grave Digging	Eileen Florist	X	-100.00		-100.00
696 Waste	14/01/2026		Metro Bank Current,	FT26020YW31B	Payment - Waste Collection	P.F. Ahern (London) Limite	S	-58.35	-11.67	-70.02
712 Supplies/Equipment	14/01/2026		Metro Bank Current,	FT26020HSCCS	Payment - Allotment Members	The National Allotment Soc	S	-70.00	-14.00	-84.00
689 Maintenance	14/01/2026		Metro Bank Current,	FT260202PJ88	Payment - Grass Cutting	Southeast-on-Sea City Cour	S	-3,375.00	-675.00	-4,050.00
690 Utilities	14/01/2026		Metro Bank Current,	DD	Payment - Electricity Street Lig	NPower	S	-596.96	-119.39	-716.35
710 Maintenance	14/01/2026		Metro Bank Current,	FT26020PZJF2	Payment - Bus Stop Cleaning	J&P Prior	S	-132.54	-26.51	-159.05
714 Maintenance	14/01/2026		Metro Bank Current,	FT260205W2RQ	Payment - Streetlight Maintena	A&J Lighting Solutions Limi	S	-169.00	-33.80	-202.80
702 Events - Christmas	14/01/2026		Metro Bank Current,	FT26020MKBXZ	Payment - Christmas Event	Essex Tree Services Limite	S	-1,500.00	-300.00	-1,800.00
704 Events - Christmas	14/01/2026		Metro Bank Current,	FT26020D1H1H	Payment - Cleaning Public toile	Neatwork Services Ltd	S	-25.00	-5.00	-30.00
704 Maintenance	14/01/2026		Metro Bank Current,	FT26020D1H1H	Payment - Cleaning Public toile	Neatwork Services Ltd	S	-667.00	-133.40	-800.40
715 Events - Christmas	14/01/2026		Metro Bank Current,	FT26020C8X74	Payment - Christmas Event	St Johns Ambulance	S	-143.00	-28.60	-171.60
688 Maintenance	14/01/2026		Metro Bank Current,	FT26020CK79T	Payment - Staff Expenses	James Faulkner	X	-71.59		-71.59
692 Bank Charges	14/01/2026		Unity Current Accour		Payment - Bank Charges	Unity Bank	X	-6.00		-6.00
703 Maintenance	14/01/2026		Metro Bank Current,	FT26020D1H1H	Payment - Cleaning Kings Heac	Neatwork Services Ltd	S	-410.00	-82.00	-492.00
705 Maintenance	14/01/2026		Metro Bank Current,	FT26020C3CL8	Payment - Maintance	Ernest Doe & Sons Ltd	S	-3.33	-0.67	-4.00
708 Website	14/01/2026		Metro Bank Current,	FT260205D93T	Payment - Website Developmei	Site-Street Ltd	S	-35.00	-7.00	-42.00
716 Office Equipment	14/01/2026		Metro Bank Current,	FT26020XJ89K	Payment - Photocopier Rental	Kent Procurement Service	S	-168.17	-33.63	-201.80
695 Broadband/Telephone/Mobile	14/01/2026		Metro Bank Current,	DD	Payment - Sky Broadband	Sky Broadband	S	-25.45	-5.09	-30.54
697 Waste	14/01/2026		Metro Bank Current,	FT26020YW31B	Payment - Waste Collection	P.F. Ahern (London) Limite	S	-95.16	-19.02	-114.18
698 Waste Collection	14/01/2026		Metro Bank Current,	FT26020YW31B	Payment - Waste Collection	P.F. Ahern (London) Limite	S	-72.10	-14.40	-86.50
699 IT Charges	14/01/2026		Imprest Account	Debit Card	Payment - Microsoft	Microsoft	S	-50.70	-10.14	-60.84
700 IT Charges	14/01/2026		Imprest Account	Debit Card	Payment - Microsoft	Microsoft	S	-40.30	-8.06	-48.36
701 Utilities	14/01/2026		Metro Bank Current,	DD	Payment - Parish Rooms Electr	EDF Energy	L	-105.28	-5.26	-110.54
706 Maintenance	14/01/2026		Metro Bank Current,	FT260201RNNC	Payment - Intruder Alarm and i	Three SG	S	-137.50	-27.50	-165.00
707 IT Charges	14/01/2026		Metro Bank Current,	DD	Payment - Scribe Accounts	Starboard Systems Limited	S	-240.00	-48.00	-288.00
709 Publications/Advertising	14/01/2026		Metro Bank Current,	FT26020BRLFZ	Payment - Roundabout Rochfo	Roundabout Publications	X	-275.00		-275.00
711 Broadband/Telephone/Mobile	14/01/2026		Metro Bank Current,	DD	Payment - Sky Broadband	Sky Broadband	S	-42.45	-8.49	-50.94
713 Rent Kings Head	14/01/2026		Metro Bank Current,	FT260203599N	Payment - Kings Head Rent	ParaBar Developments Ltd	X	-1,250.00		-1,250.00
717 Salaries	21/01/2026		Imprest Account		Payment - Salary Payment	Laura Buckley-Hills	X	-1,842.73		-1,842.73
718 Salaries	21/01/2026		Imprest Account		Payment - Salary Payment	Catherine Balding	X	-436.80		-436.80
719 Salaries	21/01/2026		Imprest Account		Payment - Salary Payment	James Faulkner	X	-1,842.73		-1,842.73
720 Salaries	21/01/2026		Imprest Account		Payment - Salary Payment	Nigel Sladden	X	-305.25		-305.25

Rochford Parish Council

PAYMENTS & RECEIPTS LIST

Vouche Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
721 Salaries	21/01/2026		Imprest Account		Payment - Salary Payment	Emma Terris	X	-1,997.03		-1,997.03
722 Councillors Allowances	21/01/2026		Imprest Account		Payment - Councillors Allowanc	Daniel Efde	X	-43.60		-43.60
723 Councillors Allowances	21/01/2026		Imprest Account		Payment - Councillors Allowanc	Arthur Williams	X	-40.00		-40.00
724 Councillors Allowances	21/01/2026		Imprest Account		Payment - Councillors Expense	Graham Whitehead	X	-40.00		-40.00
725 Councillors Allowances	21/01/2026		Imprest Account		Payment - Councillors Allowanc	James Cottis	X	-40.00		-40.00
726 Councillors Allowances	21/01/2026		Imprest Account		Payment - Councillors Allowanc	Derek Brown	X	-35.40		-35.40
727 Chairman's Allowance	21/01/2026		Imprest Account		Payment - Chairman's Allowanc	James Edmunds	X	-106.21		-106.21
732 Training Staff	28/01/2026		Imprest Account	CC	Payment - Staff Training	SLCC	X	-495.00		-495.00
Total								-17,386.27	-1,675.96	-19,062.23

Rochford Parish Council
Summary of Receipts and Payments

4 February 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					220.00	-220.00	-220.00 (N/A)
4400	Grant					3,455.60	-3,455.60	-3,455.60 (N/A)
SUB TOTAL			6,079.10	6,079.10		4,545.80	-4,545.80	1,533.30 (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		1,864.12	1,864.12		26,040.35	-26,040.35	-24,176.23 (N/A)
SUB TOTAL			2,802.74	2,802.74	36,500.00	30,109.45	6,390.55	9,193.29 (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	1,090.93	609.07	609.07 (35%)
4115	Chairman's Fund				4,200.00		4,200.00	4,200.00 (100%)
4116	Councillors Allowances				1,000.00	2,188.40	-1,188.40	-1,188.40 (-118%)
SUB TOTAL					9,900.00	4,384.21	5,515.79	5,515.79 (55%)

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	2,582.00	-1,082.00	-1,082.00 (-72%)
4212	Doggetts Open Space							(N/A)
SUB TOTAL		1,500.00	1,500.00		1,500.00	2,582.00	-1,082.00	-1,082.00 (-36%)

Rochford Parish Council

Summary of Receipts and Payments

4 February 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		7,548.39	7,548.39				7,548.39 (N/A)
1191	VAT Refund							(N/A)
4016	Office Equipment		130.00	130.00	9,581.00	1,303.72	8,277.28	8,407.28 (87%)
4020	Office Supplies/Stationery				8,695.00	1,205.59	7,489.41	7,489.41 (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		-0.59	-0.59	345.00	321.27	23.73	23.14 (6%)
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					2,074.74	-2,074.74	-2,074.74 (N/A)
4407	Insurance					7,035.14	-7,035.14	-7,035.14 (N/A)
4408	Website					2,345.00	-2,345.00	-2,345.00 (N/A)
4409	Subscriptions					9,446.47	-9,446.47	-9,446.47 (N/A)
4410	S137 Expenditure							(N/A)
4413	IT Charges					1,368.97	-1,368.97	-1,368.97 (N/A)
5650	Holding Deposits		90.00	90.00		200.00	-200.00	-110.00 (N/A)
5652	Publications/Advertising					825.00	-825.00	-825.00 (N/A)
5653	Truck					49.27	-49.27	-49.27 (N/A)
5654	Broadband/Telephone/Mobile					1,506.70	-1,506.70	-1,506.70 (N/A)
SUB TOTAL		290,037.00	297,804.80	7,767.80	23,920.00	32,117.19	-8,197.19	-429.39 (-0%)

Kings Head

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4019	Business Rate				3,198.00	2,405.08	792.92	792.92 (24%)
4064	Utilities				1,500.00		1,500.00	1,500.00 (100%)
4102	Rent Kings Head				15,000.00	15,000.00		(0%)

Rochford Parish Council

Summary of Receipts and Payments

4 February 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	19,595.40	102.60
			102.60	(0%)

Parish Rooms

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1005 Income-Parish Hall	18,453.00	10,546.16	-7,906.84		1,393.75	-1,393.75	-9,300.59 (-50%)
4029 Business Rate				2,634.00	1,871.00	763.00	763.00 (28%)
4043 Utilities				3,053.00	2,263.51	789.49	789.49 (25%)
4107 Waste				356.00	620.07	-264.07	-264.07 (-74%)
4405 Maintenance				12,671.00	2,766.21	9,904.79	9,904.79 (78%)
SUB TOTAL	18,453.00	10,546.16	-7,906.84	18,714.00	8,914.54	9,799.46	1,892.62 (5%)

Rochford Lawn Cemetery

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1020 Income-Burials		7,765.22	7,765.22				7,765.22 (N/A)
4011 Business Rate					783.62	-783.62	-783.62 (N/A)
4013 Burial Charges					2,750.00	-2,750.00	-2,750.00 (N/A)
4106 Waste					692.84	-692.84	-692.84 (N/A)
4401 Maintenance					14,127.92	-14,127.92	-14,127.92 (N/A)
5651 Utilities					1,121.22	-1,121.22	-1,121.22 (N/A)
SUB TOTAL		7,765.22	7,765.22		19,475.60	-19,475.60	-11,710.38 (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	1,786.98	-890.98	-890.98 (-99%)
4083 Business Rate				2,879.00	2,281.90	597.10	597.10 (20%)
4308 Waste Collection				790.00	530.71	259.29	259.29 (32%)
4406 Maintenance				1,330.00	4,664.00	-3,334.00	-3,334.00 (-250%)
SUB TOTAL				5,895.00	9,263.59	-3,368.59	-3,368.59 (-57%)

Staffing

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4000 Salaries				130,000.00	69,660.76	60,339.24	60,339.24 (46%)
4001 Job Advert					0.86	-0.86	-0.86 (N/A)
4008 HMRC				13,500.00	21,329.40	-7,829.40	-7,829.40 (-58%)
4009 Pension Provision				10,500.00	6,080.78	4,419.22	4,419.22 (42%)
4047 Travel Expenses					102.34	-102.34	-102.34 (N/A)
4051 Training Staff				5,000.00	1,947.40	3,052.60	3,052.60 (61%)
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

4 February 2026 (2025 - 2026)

SUB TOTAL	159,300.00	99,271.54	60,028.46	60,028.46	(37%)
------------------	-------------------	------------------	------------------	------------------	--------------

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	6,273.98	2,726.02	2,726.02 (30%)
4014 Street Signs					3,671.44	-3,671.44	-3,671.44 (N/A)
4100 Maintenance				10,000.00	3,753.40	6,246.60	6,246.60 (62%)
SUB TOTAL				19,000.00	13,698.82	5,301.18	5,301.18 (27%)

Toilets

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4040 Utilities				2,000.00	6,314.76	-4,314.76	-4,314.76 (-215%)
4068 Supplies				2,000.00	91.93	1,908.07	1,908.07 (95%)
4402 Maintenance				2,000.00	6,898.08	-4,898.08	-4,898.08 (-244%)
SUB TOTAL				6,000.00	13,304.77	-7,304.77	-7,304.77 (-121%)

Summary

NET TOTAL	309,990.00	326,498.02	16,508.02	300,427.00	259,971.24	40,455.76	56,963.78
V.A.T.		12,742.66			16,361.82		
GROSS TOTAL		339,240.68			276,333.06		

Rochford Parish Council

11 February 2026 (2025 - 2026)

PAYMENTS (AWAITING AUTHORISATION) LIST

Voucher Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
746 Waste	11/02/2026		Metro Bank Current ,		Waste Collection	P.F. Ahern (London) Limite	S	38.90	7.78	46.68
742 Maintenance	11/02/2026		Metro Bank Current ,		Cleaning Kings Head and Parisi	Neatwork Services Ltd	S	667.00	133.40	800.40
749 Legal Fees/Professional Fees	11/02/2026		Metro Bank Current ,		Microsoft	Microsoft	S	50.70	10.14	60.84
737 Travel Expenses	11/02/2026		Metro Bank Current ,		Staff Expenses	Enma Terris	X	30.24		30.24
750 Maintenance	11/02/2026		Metro Bank Current ,		Streetlight Maintenance	A&J Lighting Solutions Limi	S	181.25	36.25	217.50
748 IT Charges	11/02/2026		Metro Bank Current ,		Microsoft	Microsoft	S	40.30	8.06	48.36
740 IT Charges	11/02/2026		Metro Bank Current ,		Scribe Accounts	Starboard Systems Limited	S	240.00	48.00	288.00
751 IT Charges	11/02/2026		Metro Bank Current ,		Sky Broadband	Sky Broadband	S	25.45	5.09	30.54
739 Broadband/Telephone/Mobile	11/02/2026		Metro Bank Current ,		Sky Broadband	Sky Business	S	42.45	8.49	50.94
741 Utilities	11/02/2026		Metro Bank Current ,		Parish Rooms Electricity	EDF Energy	L	115.74	5.79	121.53
738 Utilities	11/02/2026		Metro Bank Current ,		Electricity Supply St Marks	SSE Energy Solutions	L	135.50	6.78	142.28
747 Waste	11/02/2026		Metro Bank Current ,		Waste Collection	P.F. Ahern (London) Limite	S	63.44	12.68	76.12
745 Waste Collection	11/02/2026		Metro Bank Current ,		Waste Collection	P.F. Ahern (London) Limite	S	57.68	11.52	69.20
744 Maintenance	11/02/2026		Metro Bank Current ,		Intruder Alarm and CCTV Servi	Three SG	S	135.03	27.01	162.04
743 Maintenance Internal	11/02/2026		Metro Bank Current ,		Cleaning Kings Head and Parisi	Neatwork Services Ltd	S	410.00	82.00	492.00
Total								2,233.68	402.99	2,636.67

Prepared by: _____ Date: _____
Name and Role

Approved by: _____ Date: _____
Name and Role

Approved by: _____ Date: _____
Name and Role



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	Peter Everett Community Supermarket Coordinator <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.
---	--	--

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:</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	Life Community Church
2	Project Title	Revive Community Supermarket
3	Contact details: Name Position held Email Telephone Address	Peter Everett Community Supermarket Coordinator <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.
---	--	--

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 4th November 9am-1pm (3 hours) Tuesday 11th November 9am-12pm (3 hours) Tuesday 18nd November 9am-12pm (3 hours) Tuesday 25th November 9am-12pm (3 hours) Tuesday 2nd December 9am-12pm (3 hours) Tuesday 9th December 9am-12pm (3 hours) Tuesday 16th December 9am-12pm (3 hours) Tuesday 23rd December 9am-12pm (3 hours) Tuesday 16th January 9am-12pm (3 hours) Tuesday 23rd January 9am-12pm (3 hours) Tuesday 30th January 9am-12pm (3 hours) Tuesday 3rd February 9am-12pm (3 hours) Tuesday 10th February 9am-12pm (3 hours) Tuesday 17th February 9am-12pm (3 hours) Tuesday 24th February 9am-12pm (3 hours) Tuesday 3rd March 9am-12pm (3 hours) Tuesday 10th March 9am-12pm (3 hours) Tuesday 17th March 9am-12pm (3 hours) Tuesday 24th March 9am-12pm (3 hours) Tuesday 31st March 9am-12pm (3hours)</p> <p>(weekly hire of St Marks Hall from 4th November 2025 – 31st March 2026 = 60 hours @ £12.00 per hour = £720.00</p>

9	Total Value of Project	£ 56,000
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 - £1488 (since launch on 9 th December and weekly hire since 14 th January.)
11	Grant Requested	£ 720.00
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:</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>	

Impact so far...

684 sales from **183 Households** have purchased **11,113 items** from the Community Supermarket.

This equates to approximately **474 residents**.

The average spend was **£8.62**

If they had purchased them elsewhere it would have cost **£12.31**

Saving = £3.69



**Minutes of the meeting of the Staffing Committee
of Rochford Parish Council held on
Thursday, 22nd January 2026
In Room 3, The Kings Head, Rochford**

In Attendance:

Councillors: Denise Crosbie
Daniel Efde
Rodd Hubbard (Chair)
Paul Nash
Linda Thomas
Mark Vallance
Graham Whitehead
Arthur Williams

Clerk: Emma Terris

-
- 22/25 To receive apologies for absence**
An apology for absence was received and accepted from Cllr Weir.
- 23/25 To receive any Declarations of Interests**
There were no declarations of interests.
- 24/25 To approve the minutes of the meeting held on Wednesday, 10th September 2025**
The minutes of the meeting held on Wednesday, 10th September were agreed and signed as a true record of the meeting.

To consider any matters of a confidential nature.
(SO: 23:1 the public and press shall be admitted to all meetings of the council or of a committee which may, however, temporarily exclude the public or press or both by means of the following resolution, viz: "That in view of the special nature of the business about to be transacted, it is the opinion of this Council advisable in the public interest that the public (and press) be temporarily excluded and they were instructed to withdraw")

- 25/25 Staffing Matters**
25/25.1 Maintenance Officer Resignation – To consider recruitment options and recommendations and to decide upon next steps
The Clerk advised that the Maintenance Officer has resigned, with their

last working day being Monday, 9th February 2026.

Members discussed whether the maintenance work should be undertaken by an employed member of staff or contracted to an external provider.

Cllr Efde proposed that, to enable to Clerk to undertake a full review of council assets, asses the work required, and identify the advantages and disadvantages of employing a member of staff compared with contracting out the work, a recommendation be made to Full Council to grant the Clerk delegated authority to employ a member of staff on a temporary contract for up to six months to facilitate this review. This was seconded by Cllr Crosbie and carried unanimously. It was further agreed that an extraordinary meeting is to be convened at the earliest opportunity.

25/25.2 Staffing Update – To receive an update on staffing matters including the completion of the Clerk’s probation.

It was noted that the Clerk’s probation had been signed off in December 2025.

25/25.3 Performance Management – To appoint three councillors to oversee the Clerk’s Performance Management

It was agreed that the following councillors would undertake the Clerk’s Performance Management:

Cllrs Hubbard, Nash, Crosbie and Thomas.

26/25 Date of Next Meeting
To be advised.

With there being no further business to discuss, the Chair thanked everyone for attending. The meeting closed at 7.54 pm.

Minutes signed by: _____

Date: _____



Rochford Parish Council

INVESTMENT POLICY

Date Approved by Full Council	February 2026
Date of Next Review	

Introduction

- 1.1. This policy is created under guidance issued by the Secretary of State for Communities and Local Government in accordance with the Local Government Act 2003. The extent guidance was issued by the Department of Communities and Local Government (DCLG) in 2010.
- 1.2. Rochford Parish Council (The Council) acknowledges its responsibility to the community and the importance of prudently investing any reserves held by the Council.

Objectives

- 2.1 The general policy of the Council is prudent investment of its balances. The Council's investment priorities are:
 - i. Security of reserves; and
 - ii. Liquidity of investments
- 2.2 The Council will aim to achieve the optimum return on its investments commensurate with proper levels of security and liquidity.

Investment Policy

- 3.1 The Council shall diversify its reserves between multiple relatively highly rated UK banks and building societies. The Council shall only use specified investments as defined by DCLG guidance.
- 3.2 A significant percentage of the Council's reserves can be placed on interest bearing term/notice deposits. To retain liquidity these shall be placed with phased end dates i.e. there will always be some maturing sooner than others, and the Council will keep at least twelve months' normal spending available in accounts, which will have immediate access. No one investment shall be for a period longer than 12 months.
- 3.3 The Council shall only invest with banks/building societies which it defines as 'High Credit Quality'. This being with a credit rating of A with Moody's Investors Service or BBB with Standard and Poor's or Fitch Ratings Limited.
- 3.4 Investments shall be decided up by the Council and placed by the Clerk. The actual movement of money shall be by the usual authorised signatories.
- 3.5 The procedure for undertaking investments, considering the need for timely and speedy placing of deals, shall be documented by the Clerk and approved by the Council before any investments are placed.
- 3.6 The Clerk will report at least annually or investments, and this policy will be reviewed by the Council annually.



Rochford Parish Council

RESERVES POLICY

Date Approved by Full Council	
Date of Next Review	

Introduction

Rochford Parish Council (the Council) is required to maintain adequate financial reserves to meet the needs of the Council. The purpose of this policy is to set out how the Council will determine and review the level of reserves.

Reserves are money set aside to provide stability and security for the Council's finances. They ensure the Council can continue to deliver services if unexpected costs arise, income is delayed, or larger planned projects need funding in future years. By setting clear rules for how reserves are built up, used, and reviewed, the Council can demonstrate good financial management and reassure residents that public money is being handled responsibly.

Sections 32 and 43 of the Local Government Finance Act 1992 require local authorities to have regard to the level of reserves needed for meeting estimated future expenditure when calculating the budget requirement. There is no specified minimum level of reserves that an authority should hold, and it is the responsibility of the Clerk to advise the Council about the level of reserves to enable the Council to consider the appropriate level of both any general and earmarked reserves.

Types of Reserves

Reserves can be categorised as general or earmarked.

Earmarked Reserves can be held for many reasons, for example:

- **Renewals** – to enable services to plan and finance an effective programme of vehicle, equipment and infrastructure replacement and planned property maintenance. These reserves are a mechanism to ensure that a replacement programme can be achieved without the need to vary budgets.
- **Carry forward of underspend** – some services commit expenditure to projects but cannot spend the budget in year. Reserves are used to carry forward these resources.
- Insurance Reserve – to enable to Council to be able to meet the excesses of claims not covered by insurance.
- Other earmarked reserves may be set up from time to time to meet known or predicted liabilities.

General Reserves are funds which do not have any restrictions as to their use. These reserves can be used to smooth the impact of uneven cash flows, offset the budget requirement if necessary or can be held in case of unexpected events or emergencies.

Earmarked Reserves

Earmarked reserves will be established on a 'needs' basis, in line with anticipated requirements.

Any decision to set up a reserve must be made by the Council.

Expenditure from reserves can only be authorised by the Council.

Reserves must not be used to pay for the Council's regular on-going running costs, such as staff wages or utility bills. Doing so would quickly drain the reserves and is not sustainable. Reserves may be used if there is an unexpected on-off cost or pressure, but the Council will plan to replace the money in the following year's budget. Earmarked reserves that have been used to meet a specific liability would not need to be replenished, having served the purpose for which they were originally established.

All Earmarked Reserves are recorded on a central schedule held by the Clerk which lists the various Earmarked Reserves and the purpose for which they are held.

Reviewing the Council's Financial Risk Assessment is part of the budgeting and year end accounting procedures and identifies planned and unplanned expenditure items and thereby indicates an appropriate level of Reserves.

General Reserves

The level of General Reserves is a matter of judgement for the Council. The primary means of building reserves will be through an allocation from the annual budget. This will be in addition to any amount required to replenish reserves that have been used during the previous year.

Setting the level of General Reserves forms part of the discussions in the formulation of the medium long-term financial strategy and the annual budget. The Council must build and maintain sufficient working balances to cover the key risks it faces, as expressed in its financial risk assessment.

If the General Reserves were exhausted due to major unforeseen spending pressures within a particular financial year, the Council can draw down from its earmarked reserves to provide short-term resources.

The Joint Panel of Accountability and Governance Practitioner's Guide, which sets out expected standards of financial governance, states that as there is no specific right to accumulate funds via the precept, all reserves should be reviewed on an annual basis and justified. The Practitioner's Guide also states that with regard to the appropriate minimum level of an authority's General Reserve is that this should be maintained at between three and twelve months of net revenue expenditure. The level of financial reserves held by the Council will be agreed by the Council during the discussions held during the setting of the budget for the following financial year.

This policy was adopted by the Council at the meeting held on



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 Duncan Law
Direct Dial: 01702 546366
Email: planning.applications@rochford.gov.uk
My Ref: 25/00901/OUT
Your Ref:

16th January 2026

Application No: **25/00901/OUT**
Applicant: **BDW Trading Limited**
Site Location: **Land Between Glebe Cottage And Greenways Hall Road Rochford Essex**
Proposal: **Application for outline planning permission with all matters reserved except access to the site, for residential development (Use Class C3) of up to 200 residential units with associated open green space and new vehicular access off Hall Road.**

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".

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: Mr Thomas Byford
Direct Dial: 01702 963316
Email: planning.applications@rochford.gov.uk
My Ref: 25/00929/ADV
Your Ref:

26th January 2026

Application No: **25/00929/ADV**
Applicant: **Greggs PLC**
Site Location: **9 Purdeys Way Rochford Essex SS4 1ND**
Proposal: **Install Three Internally Illuminated Fascia Signs, One Internally Illuminated Totem Sign and New Vinyl Signs.**

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", 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: Ms Mo Aleshinloye
Direct Dial: 01702 546366
Email: planning.applications@rochford.gov.uk
My Ref: 26/00017/FUL
Your Ref:

22nd January 2026

Application No: **26/00017/FUL**
Applicant: **Mr & Mrs Singh**
Site Location: **14 Rochford Hall Close Rochford Essex SS4 1HF**
Proposal: **Single storey rear extension with two roof lanterns.**
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](#) .

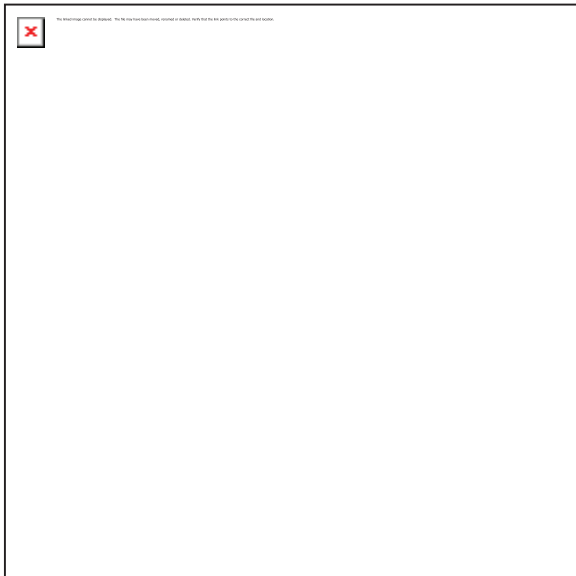
I should be grateful if you would forward any observations that you may have to make within 21 days of the date of this letter .

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: Ms Mo Aleshinloye
Direct Dial: 01702 546366
Email: planning.applications@rochford.gov.uk
My Ref: 26/00049/FUL
Your Ref:

29th January 2026

Application No: **26/00049/FUL**
Applicant: **Mr Brad Gordon**
Site Location: **16 Mornington Avenue Rochford Essex SS4 1DN**
Proposal: **Proposed two storey rear extension**
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,

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: 26/00053/FUL
Your Ref:

29th January 2026

Application No: **26/00053/FUL**
Applicant: **Mr Adam Babb**
Site Location: **5A King Henrys Drive Rochford Essex SS4 1HY**
Proposal: **Convert integral garage to living space with brick/block wall and new window**

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,

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