



**Minutes of the meeting of the Finance Committee  
of Rochford Parish Council held on  
Wednesday, 25<sup>th</sup> February 2026 at 6.30 pm  
at The Parish Rooms, Rochford**

**In Attendance:**

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

**Clerk:** Emma Terris

- 
- 99/25 To receive apologies for absence**  
Apologies for absence were received and accepted from Cllrs Efde and Weir.
- 100/25 To receive any Declarations of Interests**  
**100/25.1** Cllr Williams declared an interest in regard to Rochford District Council  
**100/25.2** Cllr Edmunds declared a pecuniary interest in regard to agenda item 104/25.
- 101/25 To approve the minutes of the meeting held on Wednesday, 28<sup>th</sup> January 2026**  
The minutes of the meeting held on Wednesday, 26<sup>th</sup> January 2026 were agreed.
- 102/25 Finance Matters**  
**102/25.1 To receive the bank reconciliations for January 2026**  
The bank reconciliations for all the council's bank accounts as at 31<sup>st</sup> January 2026 were received and signed by Cllr Nash, Chair of Finance.
- 102/25.2 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.
- 102/25.3 To receive an approve payments to be made**  
There were no payments to be approved.
- 102/25.4 To receive a verbal update on transferring the current account from**
-

### **Metro to Unity Bank**

The Clerk advised that the switch started on Monday, 23<sup>rd</sup> March 2026 and is expected to be completed by Monday, 2<sup>nd</sup> March 2026.

- 103/25 Internal Audit Action Plan**  
103/25.1 **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.
- 104/25 St Mark's Hall**  
Cllr Edmunds declared an interest and withdrew from the meeting for this agenda item.
- 104/25.1 **To receive a verbal update from the Clerk regarding obtaining quotes in regard to the works required following the fire risk assessment for St Mark's Hall**  
The Clerk advised that she has approved three companies with one company responding Blake Fire and Security, who visited site on Thursday, 19<sup>th</sup> February to quote for the works required.
- 104/25.2 **To receive a letter from the Leader of The Design Cabin CIC requesting an extension for council support at St Mark's Hall**  
A letter from the Leader of the Design Cabin CIC requesting an extension for council support at St Mark's Hall was shared with Members. Cllr Williams proposed that that the council continues with the agreement to cover the costs of all utility bills and maintenance on a month-by-month basis until the quotes for the fire safety works are received and that The Design Cabin provides a full report on bookings, income and expenditure. This was seconded by Cllr Hubbard and carried unanimously.
- 105/25 The Parish Rooms**  
105/25.1 **To receive quotes in regard to automating the front door at The Parish Rooms**  
Quotes in regard to automating the front door at The Parish Rooms were shared with members for their information. It was agreed to defer any decision being made until a Fire Risk Assessment is undertaken.
- 105/25.2 **To discuss and possibly agree whether a Fire Risk Assessment is required to be carried out at The Parish Rooms**  
Members agreed for the Clerk to arrange for a Fire Risk Assessment to be carried out at The Parish Rooms.
- 106/25 IT Support**  
106/25.1 **To receive an update regarding obtaining quotes in respect of IT Support**  
The Clerk advised that two quotes have been received from Lighthouse IT and Cloudy IT. It was agreed that a meeting will be arranged with Cloudy IT with the Clerk and members of the IT Working Party to discuss the quote received.

**107/25 Budget /End of Year/Internal Audit**

**107/25.1 To receive quotes obtained in regard to the internal audit to be undertaken**

The Clerk advised that she has reached out to three providers and has received two quotes, which are noted as follows:

JW	£895.00	Off-site Audit
HS	£400.00	On-site Audit
AW	Did not respond.	

The Chair proposed that HS quote is accepted. This was seconded by Cllr Whitehead and unanimously carried.

**108/25 Policy Review**

**108/25.1 To recommend to Full Council the Investments Policy and Reserves Policy are adopted**

It was agreed to recommend that the Information and IT Policy is approved by Full Council at their next meeting.

**109/25 Planning Matters**

Reference: 26/00093/FUL  
 Applicant: Mr C Anderson  
 Location: 50 Doggetts Close, Rochford, Essex SS4 1ED  
 Proposal: Proposed first floor rear extension  
 Comments: Councillors had no comment to make on this application

Reference: 25/00928/FUL  
 Applicant: Greggs PLC  
 Location: 9 Purdeys Way, Rochford, Essex, SS4 1ND  
 Proposal: Install plant equipment and external alterations to unit. Construct ramp and step  
 Comments: Councillors had no comment to make on this application

With there being no further business to discuss, the Chair thanked everyone for attending. The meeting closed at 8.23 pm.

Minutes signed by: -----

Date: -----



# **Rochford Parish Council**

## **Biodiversity Policy**

<b>Date Approved by Full Council</b>	March 2026
<b>Date of Next Review</b>	

## **1. Introduction**

This policy takes into account the strengthened 'biodiversity duty' placed on local authorities introduced by the Environment Act 2021. Rochford Parish Council (RPC) will take biodiversity into account in all its decisions and actions.

## **2. Background**

According to the Act, public authorities need to check if a number of strategies affect how they comply with their biodiversity duty including:

- Local nature recovery strategies
- Species conservation strategies
- Protected site strategies

They need to understand how or if they are relevant to their organisation, be aware of how these strategies affect land that is owned and managed by them, or actions they could take to conserve or enhance biodiversity and consider how they can contribute to the strategy where appropriate.

Biodiversity is the collective term for the variety and abundance of forms of life found in an area, including animals, plants, fungi and microorganisms like bacteria. Each of these species and organisms work together in ecosystems to maintain, balance and support life. Biodiversity supports everything in nature that we need to survive including food, oxygen, clean air and water.

## **3. Commitments of the Council**

Rochford Parish Council commits to the following objectives and aims:

1. When making representations in relation to consultations, whether it is planning applications, applications in relation to an emerging Rochford District Council Development or other consultations issued by public authorities for comment by this Council, consider the impact upon biodiversity when formulating a response, with the overarching aim of commenting upon how bio-diversity can be best protected in the circumstances.
2. Consider the impact on biodiversity in the decisions it makes, whether at Full Council or within a committee. It will seek to minimise adverse impacts on biodiversity as a result of the council's activities and will identify opportunities to increase biodiversity when practicable.
3. Encourage practices and projects beneficial to biodiversity through grants it makes to local groups.
4. Communicate information and raise awareness of biodiversity through its website and newsletters.
5. Work in partnership with other organisations to protect, promote and enhance biodiversity within areas of the Parish.
6. Monitor its internal policies and procedures to enhance biodiversity.

7. Consider how education opportunities in relation to biodiversity can be brought to the attention of or provided to residents.
8. The Council will consider hosting events for residents that will promote biodiversity initiatives for residents or signposting events hosted by other organisations that promote biodiversity.

The council currently owns and manages land, and this policy will be kept under review to ensure that commitments are in place to manage the land appropriately and to meet or improve biodiversity outcomes.

#### **4. Monitoring**

This policy will be reviewed annually, and a statement will be published to show how the policy has been implemented.

This policy was adopted by the Council at its meeting held on xxxxxxxx 2026

This policy was reviewed and amended at the meeting held on xxxxxxxx 2026

Date of next review xxxxx 2027



# **Rochford Parish Council**

## **Information and Technology Policy**

<b>Date Approved by Full Council</b>	March 2026
<b>Date of Next Review</b>	

## **1. Introduction**

Rochford Parish Council recognises the importance of effective and secure information technology (IT) and email usage in supporting its business, operations, and communications.

This policy outlines the guidance and responsibilities for the appropriate use of IT resources and email by council members, employees, volunteers, and contractors.

## **2. Scope**

This policy applies to all individuals who use Rochford Parish Council's IT resources, including computers, tablets, networks, software, devices, data, and email accounts.

## **3. Acceptable use of IT resources and emails**

Rochford Parish Council's IT resources and email accounts are to be used for official council-related activities and tasks. All users must adhere to ethical standards, respect copyright, and intellectual property rights, and avoid accessing inappropriate or offensive content.

## **4. Device and Storage Usage**

### **4.1 Council owned devices**

Where possible, authorised devices, software and applications will be provided by Rochford Parish Council for work-related tasks. The equipment may be provided to employees and councillors. In relation to council owned devices the following requirements should be observed:

- Council computer equipment is provided for council purposes; however reasonable personal use is permitted.
- Unauthorised installation of software on authorised devices, including personal software, is strictly prohibited due to security concerns.
- In the event of any faults arising with the equipment, the user may not dismantle the equipment but must advise the Clerk so that repair may be arranged by an appropriate provider.
- All equipment should be treated with good care at all times, and the equipment should be kept clean and every precaution taken to prevent food and drink from spilling onto the equipment.
- Personal USB sticks or external devices should not be used on Council owned equipment without the agreement of the Council to avoid the introduction of viruses.

## **4.2 Personal Devices**

The council recognises that Councillors may wish to use their own personal equipment including smartphones, tablets, laptops etc, to access the Council servers, clouds, and networks for the purposes of Council business including to read emails, Teams messages and access documentation.

This is permitted subject to the following requirements being met:

- All devices should be password protected.
- Maintain a clear separation between personal data and Council data, if need to, by setting up separate profiles.
- To ensure that data cannot be accessed by family who may use the device and ideally not to share any device with a family member.
- That the same security measures that are in place for a work device are applicable to personal devices.
- To keep all systems on a personal device including security protection up to date.
- The owner of the device is personally liable for the functioning of the device and its maintenance.
- Prior to the disposal of any device or upon a councillor leaving the council, all data relating to Council business shall be deleted together with any passwords, user access shortcuts. The user may be required to allow the Council to arrange for an IT provider to access the device to ensure that such data is deleted.

## **5. Data management and Security**

All sensitive and confidential Rochford Parish Council data should be stored and transmitted securely using approved methods. Regular data backups should be performed to prevent data loss, and secure data destruction methods should be used when necessary.

## **6. Network and Internet Usage**

Rochford Parish Council's network and internet connections should be used responsibly and efficiently for official purposes. Downloading and sharing copyrighted material without proper authorisation is prohibited.

## **7. Remote Working**

Increased security measures apply when working away (e.g., travelling or away from the usual place of work). The following procedures apply:

- The location and direction of the screen should be checked to make sure that confidential information is out of view and to avoid other people (such as passengers on public transport) reading messages.
- Do not log onto Council Systems using any device that is not owned by the Council or user.
- Any data printed should be collected promptly and stored securely.
- Papers, files, or computer equipment should not be left unattended unless arrangements have been made for it to be left in a locked environment.

Also, equipment and papers should not be left in a vehicle. If it is unavoidable, it should be stored out of sight in the boot of the car. If staying away overnight, Council data and equipment should be taken into the accommodation and stored securely.

#### **8. Email Communication**

Email accounts provided by Rochford Parish Council are for official communication only. Emails should be professional and respectful in tone. Confidential or sensitive information must not be sent via email unless it is encrypted.

Be cautious with attachments and links to avoid phishing and malware. Verify the source before opening any attachments or clicking on links.

#### **9. Password and Account Security**

Rochford Parish Council users are responsible for maintaining the security of their accounts and passwords. Passwords should be strong and not shared with others. Regular password changes are encouraged to enhance security.

#### **10. Mobile Devices and Remote Work**

Mobile devices provided by Rochford Parish Council should be secured with passcodes and/or biometric authentication. When working remotely, users should follow the same security practices as if they were in the office. This requirement relates to mobile phones, iPads, and laptops. In the event that a phone call is made in a public place, the user should be aware of being overheard and should take care not to mention specific names, confidential information or details or information that is not otherwise in the public domain.

#### **11. Email Monitoring**

Rochford Parish Council reserves the right to monitor email communications to ensure compliance with this policy and relevant laws. Monitoring will be conducted in accordance with the Data Protection Act and the General Data Protection Regulation (GDPR).

#### **12. Retention and Archiving**

Emails should be retained and archived in accordance with legal and regulatory requirements. Users should regularly review and delete unnecessary emails to maintain an organised inbox.

#### **13. Reporting Security Incidents**

All suspected security breaches or incidents should be reported immediately to the designated IT point of contact (the Clerk or in her absence the Chair of the Council) for investigation and resolution. Users should report any email-related security incidents or breaches to the IT administrator immediately.

#### **14. Training and Awareness**

Rochford Parish Council will provide regular training and resources to educate users about IT security best practices, privacy concerns, and technology updates. All employees and councillors will receive regular training on email security and best practices.

#### **15. Compliance and Consequences**

Breach of this Information and Technology Policy may result in the suspension of IT privileges and further consequences as deemed appropriate.

#### **16. Policy Review**

This policy will be reviewed annually to ensure its relevance and effectiveness. Updates may be made to address emerging technology trends and security measures.

#### **17. Contacts**

For IT-related enquiries or assistance, users can contact the Clerk who may in turn seek advice or assistance from the Council's designated IT provider.

All staff and councillors are responsible for the safety and security of Rochford Parish Council's IT and email systems. By adhering to this Information and Technology Policy, Rochford Parish Council aims to create a secure and efficient IT environment that supports its mission and goals.

This policy was adopted by the Council at its meeting held on xxxxxxxx 2026

This policy was reviewed and amended at the meeting held on xxxxxxxx 2026

Date of next review xxxxx 2027

## MINUTES

Of the meeting held at  
 The Old Fire Station, Southend Road, Hockley, SS5 4QH  
 On Tuesday, 13<sup>th</sup> January 2026 at 7.30 pm

**In attendance:**

Name	Parish Council/Organisation
Cllrs D Catchpole, P Hennessy	Ashingdon PC
Cllr M Steptoe	Barling Magna. PC
Cllr L Van Houton and K Hayden (Assistant Clerk)	Canewdon PC
Cllrs S. Martin, L Ridley	Hockley PC
Cllr A Marriott (Chair)	Hullbridge PC
Cllr G Whitehead	Rochford PC
Cllr M Steptoe	Essex County Council
Mr P Brace	Rochford District 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:

Cllrs M Weir, L Fane, S May and D Scrivener (Clerk) (Hawkwell PC)

Cllr J Hedges (Hockley PC)

Cllr S Belton (Rawreth PC)

Cllr E Brewer (Rayleigh TC)

Cllrs D Belton (Rochford District Council)

Cllr R Efde (Great Wakering PC)

Cllrs D Efde, D Crosbie (Rochford PC)

**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 meeting held on Thursday, 16<sup>th</sup> October 2025 (previously circulated)**

The minutes of the meeting held on Thursday, 16<sup>th</sup> October 2025 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 and a reminder has been sent. It was noted that the bank account balance is £2,147.31.

**6. Updates from Outside Organisations**

a) **Essex Association of Local Councils (EALC) – Cllrs A Marriott**

Cllr Marriott advised that she attended a meeting regarding Local Government Reform. Cllr Marriott added that the EALC is looking to ensure that Parish and Town councils have representation.

b) **Rochford District Council (RDC Cllrs A Marriott and M Steptoe)**

Cllr Marriott reported that she recently attended a presentation where one of the topics discussed was green/grey belt policy and the ambiguity around this. Cllr Marriott advised that there is a need for the government to provide clarity on the terminology they are using, for example, there is a lack of definition for what is considered to be a 'historic town'.

Cllr Steptoe advised that work has been continuing on the transport policy and the report is due to be presented to Full Council in February.

c) **Essex County Council (County Cllr M Steptoe)**

Cllr Steptoe reported that work is continuing around school parking and illegal parking legislation which is pending a second reading in Parliament. However, it was noted that there is a lack of police funding to enforce any new regulations.

Cllr Steptoe advised that the budget meeting is scheduled for 12<sup>th</sup> February 2026 and indications are that there is going to be an increase. Cllr Steptoe added that no decision has been made regarding the mayoral, government reform and local elections. Cllr Steptoe reported that there have been some changes to the portfolio holders due to the Deputy Leader taking on private employment and as a result Mark Platt has been appointed as the Portfolio holder for Highways and Laureen Shaw remains as Deputy portfolio holder for Highways. Cllr Steptoe advised that Essex County Council have spent £45m on resolving issues with potholes.

Cllr Steptoe advised that a government survey regarding highways, potholes and repairs has been undertaken and Essex has come out with a 'green' ranking. It is not known what the ranking criteria and Essex has been ranked as one of the better councils in the country. Cllr Steptoe added that there is a member-led scheme for potholes and as a member can identify particular issues that need addressing. There is a team working in Rochford town and Great Wakering and if there is a pothole, curb side or signage issue to speak to a local County Councillor and ask for the issue to be addressed under the member-led scheme.

Cllr Steptoe advised that there is a need for SEND provision in Essex and a new SEN school in Rayleigh has been approved following a response to need.

f) **Rochford Community Transport Users (Cllr A Marriott)**

There was no update.

g) **RDC Standards Board (Cllrs J Hedges and R Edfe)**

There was no update.

h) **Community Safety Partnership (Paul Brace)**

Paul Brace was in attendance to provide an update on the work being undertaken by the Community Safety Partnership. Paul Brace explained that priorities are set using the data obtained and the CSP produces an action plan to be undertaken with the main priority to make the community safer. Work is currently being undertaken on addressing anti-social behaviour with other agencies working with domestic abuse, drug offences and knife crime. The police have worked hard to reduce the number of car thefts within the district resulting in arrests being made. Work is also being undertaken to address vehicle nuisance and illegal racing on Cherry Orchard Way and A1245 via a Public Spaces Protection Order (PSPO). New technologies which include noise-activated CCTV cameras are being explored to enable fixed penalty changes to be issued. Paul Brace advised that relationships are being built with the New Chief Inspector and their team and asked for any issues to be reported to him so that they can be fed back. A question was raised regarding the community speed watch initiative and whether there are plans for a similar initiative to be launched. Paul Brace

advised that speed watches are still running and that councils just need to renew their membership. Further information regarding this is to be shared with councillors.

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

Cllr Steptoe reported that a new Chairman has been appointed to the noise committee and a meeting will shortly be taking place. Cllr Steptoe advised that fines can be issued if a flight procedure does not follow correct procedures and any money collected is donated to local charities. Cllr Steptoe advised that the airport is use is approaching 1 million passengers annually and work is being undertaken to surpass pre-Covid numbers. Alternative routes and operators are currently being investigated

**7. Local Government Reorganisation/Devolution Update**

There was no update to be shared. It was noted that the mayoral elections have been postponed and the government consultation regarding the Local Government Reform has recently closed.

**8. Neighbourhood Planning and RHALC Public Meeting Update**

There was no update to be shared.

**9. Open Forum**

Cllr Catchpole reported that it has been reported that £86,000 has been allocated to Ashingdon Park and asked the reasons behind this. Cllrs Marriott and Steptoe were not aware of this.

**10. Date and Time of Next Meeting**

Thursday, 16<sup>th</sup> April 2026 at 7.30 pm at The Old Fire Station, Southend Road, Hockley.

With no further business to discuss the meeting closed at 8.43 pm.

---


## CouncilWise Subscription - Commencing 1st April 2026

---

**From** Pearl Willcox <pearlwillcox@councilwise.co.uk>

**Date** Fri 27/02/2026 2:20 PM

**To** Pearl Willcox <pearlwillcox@councilwise.co.uk>

 2 attachments (921 KB)

Subscriptions 2026-2027.pdf; CouncilWise Training Programme Apri 2026-December 2026.pdf;

Dear Clerks, Chairs & Councillors,

As we approach the new financial year, we would like to remind all Councils that the CouncilWise annual subscription commences on 1st April.

Over the last two months, CouncilWise has:

- Delivered tailored training and support to six Parish Councils at their own venues.
- Run five sessions with Mark Tomkins from Aubergine on Understanding the 2025 SAPP Practitioners Guide & Assertion 10 Compliance, attended by over 90 Clerks and Councillors, supporting compliance with the new AGAR assertion in effect from 1st April 2025, which must be adhered to before 31st March.
- Formed a working partnership with James Corrigan (Council HR & Governance Support) to deliver a series of specialist HR training sessions tailored for Parish and Town Councils—providing clarity, confidence and compliance for Clerks, Councillors, and the corporate body. Two further HR courses are currently in development and will be available to Councils in July.

Our Clerk Networking Coffee Mornings held in January, and early February were exceptionally well received, offering Clerks a valuable opportunity to meet, share experiences, and discuss topics including Section 137 Expenditure, Investment Strategies, and the Data (Use and Access) Act 2025. We look forward to welcoming you to the next sessions at the end of April and beginning of May.

From January through to the end of March, all Councils have been able to access our training and support at the introductory subscription rate, as part of our commitment to sector-wide development through an innovative training programme delivered by specialist trainers and experienced qualified tutors.

From 1st April:

- **Subscribed Councils** will continue to receive discounted training and full access to subscriber support services.
- **Non-subscribing Councils** will remain very welcome at all CouncilWise training programmes; however, training courses will incur an additional 20% fee.

Most importantly, every Council, Clerk, Chair, and Councillor will continue to have access to the training they require—subscription status will never prevent participation.

The subscription to CouncilWise simply offers enhanced value, greater savings, and increased levels of support for those who choose it.

An updated training programme is attached. All new courses added to the training programme throughout the upcoming year will be added to the programme and advertised out by email to all Councils. Information for the subscription to CouncilWise is also attached for your reference.

If you would like to subscribe or require further information from us, please do not hesitate to contact us. We look forward to supporting your Council throughout the coming year.

Warmest Regards

Pearl

Ann

Pearl Willcox,  
CiLCA

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

Director of Training &  
Networking

Director of Finance & Support  
Dunmow Training Ltd T/A CouncilWise Training &  
Support  
CouncilWise Training & Support

Dunmow Training Ltd T/A

42B High Street  
Great Dunmow  
Essex  
CM6 1AH

Telephone No: 01371 829148

Email: [pearlwillcox@councilwise.co.uk](mailto:pearlwillcox@councilwise.co.uk)

Website: [www.councilwise.co.uk](http://www.councilwise.co.uk)

Working Hours: 9pm – 5pm Monday – Friday.

**Disclaimer:**

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error, please notify the sender immediately and delete the message.

The information contained in this email may be legally privileged and is intended solely for the named recipient(s). Access to this email by anyone else is unauthorised. If you are not the intended recipient, any disclosure, copying, distribution, or any action taken or omitted to be taken in reliance on it is prohibited and may be unlawful.

Email transmission cannot be guaranteed to be secure or error-free, as information could be intercepted, corrupted, lost, destroyed, arrive late, or be incomplete, or contain viruses. The sender, therefore, does not accept liability for any errors or omissions in the contents of this message, which arise as a result of email transmission.

Although CouncilWise has taken reasonable precautions to ensure no viruses are present in this email, we cannot accept responsibility for any loss or damage arising from the use of this email or attachments.

## Rochford Parish Council

### PAYMENTS (AWAITING AUTHORISATION) LIST

Vouche Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
834 Waste	10/03/2026		Unity Current Accour		Dog Waste Collection	TBS Hygiene Ltd	S	224.00	44.80	268.80
860 Waste	11/03/2026		Unity Current Accour		Dog Waste Collection	TBS Hygiene Ltd	S	224.00	44.80	268.80
839 Waste	11/03/2026		Unity Current Accour		Waste Collection	P.F. Ahern (London) Limite	S	25.31	5.06	30.37
842 Burial Charges	11/03/2026		Unity Current Accour		Grave Digging	Eileens Florist	X	150.00		150.00
867 Grant	11/03/2026		Unity Current Accour		Allotment Grant	RALGA	X	2,000.00		2,000.00
865 Utilities	11/03/2026		Unity Current Accour DD		Electricity Street Lighting	NPower	S	461.68	92.34	554.02
832 Maintenance	11/03/2026		Unity Current Accour		Drainage	J Drainage Limited	S	200.00	40.00	240.00
844 Utilities	11/03/2026		Unity Current Accour		Electricity Cemetary	SSE Energy Solutions	L	10.38	0.52	10.90
849 Maintenance	11/03/2026		Unity Current Accour		Cleaning Public toilets	Neatwork Services Ltd	S	667.00	133.40	800.40
855 Maintenance	11/03/2026		Unity Current Accour		Bus Stop Cleaning	J&P Prior	S	132.54	26.51	159.05
837 Legal Fees/Professional Fees	11/03/2026		Unity Current Accour		Legal Fees	Nicholls Law	S	1,250.00	250.00	1,500.00
838 Office Supplies/Stationery	11/03/2026		Imprest Account		Flag	Zephyr Racing Pennants Lii	S	245.00	49.00	294.00
850 Maintenance	11/03/2026		Unity Current Accour		Maintenance Supplies	Ernest Doe & Sons Ltd	S	32.49	6.50	38.99
851 Maintenance	11/03/2026		Unity Current Accour		Maintenance Supplies	Ernest Doe & Sons Ltd	S	45.83	9.17	55.00
857 Legal Fees/Professional Fees	11/03/2026		Unity Current Accour		Legal Fees St Marks	Nicholls Law	S	400.00	80.00	480.00
866 Bank Charges	11/03/2026		Unity Current Accour		Unity Service Charge	Unity Bank	X	7.00		7.00
868 Office Supplies/Stationery	11/03/2026		Unity Current Accour		Staff Expenses	Laura Buckley-Hills	X	30.00		30.00
833 Broadband/Telephone/Mobile	11/03/2026		Unity Current Accour		Sky Broadband	Sky Business	S	27.67	5.53	33.20
835 IT Charges	11/03/2026		Imprest Account		Microsoft	Microsoft	S	40.30	8.06	48.36
836 IT Charges	11/03/2026		Imprest Account		Microsoft	Microsoft	S	50.70	10.14	60.84
840 Waste	11/03/2026		Unity Current Accour		Waste Collection	P.F. Ahern (London) Limite	S	63.44	12.68	76.12
841 Waste Collection	11/03/2026		Unity Current Accour		Waste Collection	P.F. Ahern (London) Limite	S	57.68	11.52	69.20
843 Publications/Advertising	11/03/2026		Unity Current Accour		Roundabout Rochford	Roundabout Publications	X	275.00		275.00
845 Subscriptions	11/03/2026		Imprest Account		Adobe	Adobe	S	16.64	3.33	19.97
846 Travel Expenses	11/03/2026		Unity Current Accour		Travel Expenses	James Faulkner	X	36.60		36.60
847 Travel Expenses	11/03/2026		Unity Current Accour		Travel Expenses	Cody Buckley-Hills	X	34.44		34.44
848 Maintenance Internal	11/03/2026		Unity Current Accour		Cleaning Kings Head and Parist	Neatwork Services Ltd	S	410.00	82.00	492.00
852 Maintenance	11/03/2026		Unity Current Accour		Maintenance Supplies	Ernest Doe & Sons Ltd	S	29.15	5.83	34.98
853 Maintenance	11/03/2026		Unity Current Accour		Maintenance Supplies	Ernest Doe & Sons Ltd	S	4.12	0.82	4.94
854 Utilities	11/03/2026		Unity Current Accour DD		Parish Rooms Electricity	EDF Energy	L	112.46	5.62	118.08
856 Broadband/Telephone/Mobile	11/03/2026		Unity Current Accour DD		Sky Broadband	Sky Broadband	S	43.33	8.67	52.00
858 Training Staff	11/03/2026		Unity Current Accour		Staff Training	CouncilWise Dunmow Trad	S	390.00	78.00	468.00
859 Rent Kings Head	11/03/2026		Unity Current Accour		Kings Head Rent	Parabar Development Ltd	X	1,250.00		1,250.00

## Rochford Parish Council PAYMENTS (AWAITING AUTHORISATION) LIST

Vouche Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
861 Utilities	11/03/2026		Unity Current Accour		St Marks Water	Anglian Water Business Str	X	289.50		289.50
862 Subscriptions	11/03/2026		Unity Current Accour		Rochford & District Chamber of Trad	Rochford Chamber of Trad	X	40.00		40.00
863 Utilities	11/03/2026		Unity Current Accour	DD	Water Allotments	Anglian Water Business Str	X	132.05		132.05
864 Subscriptions	11/03/2026		Unity Current Accour	DD	Data Protection Fee	Information Commissioner	X	52.00		52.00
<b>Total</b>								<b>9,460.31</b>	<b>1,014.30</b>	<b>10,474.61</b>

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_

*Name and Role*

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

*Name and Role*

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

*Name and Role*