



# Rochford Parish Council

Members are summoned to attend a meeting of the Finance Committee to be held on **Wednesday, 25<sup>th</sup> March 2026 at 6.30 pm at The Parish Rooms, SS4 1PT**

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

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

*Emma Terris*  
**Clerk to the Council**

18<sup>th</sup> March 2026

**Membership for 2025/26:**

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

**Terms of Reference for Finance Committee:**

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

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

# Agenda

## 1. To receive apologies for absence

## 2. To receive any Declaration of Interests

## 3. Minutes of the Previous Meeting

To receive and approve the Minutes of the Meeting held on **Wednesday, 25<sup>th</sup> February 2026** as a true record of that meeting.

## 4. Finance Matters

- a. To receive and approve the bank reconciliations for February 2026.
- b. To receive the summary of Receipts and Payments compared to budget for the year to date.
- c. To receive and approve any payments to be made.
- d. To receive an update on the internal audit.

## 5. Internal Audit Action Plan

- a. To receive an update from the Clerk on progress against actions on the Internal Audit Action Plan.
- b. To receive a verbal update from the Clerk on the progress against the 2025/2026 Internal Audit.

## 6. St Mark's Hall

- a. 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.
- b. To receive a report from The Design Cabin regarding hall to include a report on bookings, income and expenditure.

## 7. Parish Rooms

- a. To receive the income and expenditure report for the Parish Rooms.
- b. To receive an update on the Fire Risk Assessment

## 8. IT Support

- a. To receive a verbal update on IT support.

## 9. Planning Matters

To receive details of any planning applications received

Planning Reference:	26/00208/FUL
Applicant:	Mr J Passfield
Site Proposal:	16 The Trunnions, Rochford, Essex SS4 1DJ
Proposal:	Proposed single storey rear extension with a roof lantern

## 10. Date and Time of Next Meeting

To be agreed.