



**Minutes of the meeting of the Finance Committee
of Rochford Parish Council held on
Wednesday, 25th 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

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- 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, 28th January 2026**
The minutes of the meeting held on Wednesday, 26th 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 31st 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**
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Metro to Unity Bank

The Clerk advised that the switch started on Monday, 23rd March 2026 and is expected to be completed by Monday, 2nd 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, 19th 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: _____