



# Rochford Parish Council

## AGENDA

Members are summoned to attend the next meeting of the Full Council to be held on **Wednesday, 22<sup>nd</sup> April 2026** commencing at **7.00 pm** at The Parish Rooms.

**The meeting is open to the Press and Public.**

*Emma Ferris*

**Emma Ferris**  
**Clerk to the Council**

<b>Chair</b>	Cllr J Edmunds
<b>Members</b>	Cllr D Brown, Cllr L Bryceland, Cllr J Cottis, Cllr D Crosbie, Cllr G Edwards, Cllr D Efde, Cllr D Hanser, Cllr E Houston-Bailey, Cllr B Howat, Cllr R Hubbard, Cllr P Nash, Cllr L Thomas, Cllr M Vallance, Cllr G Whitehead, Cllr M Wier, Cllr A Williams (Vice Chair)

- 1. To receive apologies for absence**
- 2. To receive any declarations of interests**
- 3. To approve the minutes of the following meetings**
  - Full Council Meeting – Wednesday, 11<sup>th</sup> March 2026
  - Extra-Ordinary Council Meeting - Wednesday, 25<sup>th</sup> March 2026
- 4. Questions from members of the public who are registered on the Electoral Roll as residents of Rochford Parish (maximum of 15 minutes, Chairman only to reply)**
- 5. To receive reports from County/District Councillors (maximum of 10 minutes, Chairman only to reply)**
- 6. Clerk's Report (Verbal)**  
To receive a report from the Clerk

**7. To receive reports from Councillors on Council activities undertaken since the last meeting**

**8. Finance**

- a) To receive the draft minutes of the Finance Committee meeting held on Wednesday, 25<sup>th</sup> March 2026
- b) To receive details of all payments and receipts for 2025/2026.
- c) To receive the summary of Receipts and Payments compared to budget for year to date.
- d) To receive payments for authorisation
- e) To receive an update on the year-end and Internal Audit

**9. Councillor Allowances**

- a) To receive a report from the Clerk on the Independent Review Panel Report and agree the allowance figure for Rochford Parish Council councillors for the 2026/2027 municipal year.
- b) To receive a proposal from the Chair of the Council regarding use of the Chairman's Fund.

**10. To receive and consider a report from the Clerk regarding the outsourcing of the Council's Human Resources (HR), Health & Safety (H&S), and Payroll functions to Peninsula Business Services.**

**11. To receive and consider a report from the Clerk regarding the outsourcing of the Council's IT functions to an external provider**

**12. Annual Parish Meeting**

To discuss and agree the format for the Annual Parish Meeting, which is being held on Thursday, 28<sup>th</sup> May 2026 at the Women's Institute Hall.

**13. Reports from Committees**

**To receive the draft minutes of the following Committee meetings that have been held since the last meeting:**

- a) Community Projects Committee – Wednesday, 18<sup>th</sup> March 2026
- b) General Purposes Committee – Wednesday, 18<sup>th</sup> March 2026
- c) Staffing Committee – not held

**14. To receive reports from representatives to outside bodies**

- a) Rochford Residents Steering Group
- b) Rochford Hundred Association of Local Councils
- c) Old Peoples Welfare for Rochford and District Day Centre

**15. Councillor/Clerk/Employee Training**

- a) To receive details of any training undertaken since the last meeting
- b) To note any training to be arranged

**16. Planning Applications**

<b>Planning Reference</b>	<b>Applicant</b>	<b>Location</b>	<b>Description</b>
26/00285/ADV	Mr Duncan Read	9 Purdeys Way, Rochford, Essex SS4 1ND	Two internally illuminated signs to building and additional signage to Totem Sign

#### **17. Date and time of next meeting**

Wednesday, 13<sup>th</sup> May 2026 at 6.30 pm at The Parish Rooms

**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 they 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”)**

#### **18. Staffing Update**

- a. To receive an update from the Clerk on Staffing matters
- b. To agree to increase the Clerk’s salary by one spinal column point, from SCP 33 to SCP 34, with effect from 1 April 2026, in accordance with the terms and conditions of her contract.