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## ROCHFORD PARISH COUNCIL

Members of the Finance Committee are hereby summoned to attend a meeting of the Finance Committee to be held on Wednesday, 17<sup>th</sup> June 2026 commencing at 6.30 pm. The meeting will be held at The Parish Rooms, Rear of 72 West Street, Rochford SS4 1AS for the purpose of transacting the following business.

Members of the public and press are welcome to attend the meeting. All council meetings will be conducted in accordance with the Civility & Respect pledge and adopted Code of Conduct.

*Emma Terris*

**Emma Terris**  
**Clerk and Responsible Financial Officer**  
**11<sup>th</sup> June 2026**

**Membership for 2026/27:** Cllrs Edmunds, Hubbard, Nash, Whitehead and Williams

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### AGENDA

- 1. Election of Chairman of the Finance Committee**
- 2. Election of Vice Chairman of the Finance Committee**
- 3. To receive apologies for absence**  
To receive and accept apologies for absence
- 4. To receive any declarations of interests**  
To receive declarations of pecuniary and non-pecuniary interests for this meeting
- 5. Minutes of the Previous Meeting**  
To receive and approve the minutes of the Finance Committee meeting held on Wednesday, 25<sup>th</sup> March 2026.
- 6. Terms of Reference**  
To review the Terms of Reference for the Finance Committee and recommend Full Council approval
- 7. Finance**
  - a. To receive and approve the bank reconciliations for May 2026.
  - b. To receive the summary of Receipts and Payments compared to Budget for the year to date.
- 8. Internal/External Audit**
  - a. To receive the Internal Audit Report and agree the Internal Audit Action Plan
  - b. To agree to recommend to Full Council the reappointment of Legra Internal Audit to undertake the Council's internal audit for 2026/2027.

- c. To receive the Annual Governance and Accountability Return and to recommend approval by Full Council.

**9. St Mark's Hall**

- a. To receive an update from the Clerk regarding St Mark's Hall.

**10. Parish Rooms**

- a. To receive the Fire Risk Assessment report for The Parish Rooms and Action Plan.

**11. IT Support**

- a. To receive an update from the Clerk in respect of the implementation of the managed IT service.

**12. Policies/Documents**

- a. To receive the draft Risk Management Schedule Policy 2026 and agree to set up a Working Party to review the schedule.
- b. To receive the amended IT Policy and recommend ratification of the policy to Full Council
- c. To receive the amended Reserves Policy and recommend ratification of the policy to Full Council

**13. Planning Applications**

<b>Planning Reference</b>	<b>Applicant</b>	<b>Location</b>	<b>Description</b>
26/00416/FUL	Mr Stephen Johnson	Rumsey House, Locks Hill Rochford	Change of use of Units 3 & 4 Rumsey House from office accommodation (Class E(g)) to a day opportunities centre for children and adults with learning disabilities (Class E)

**14. Date and time of next meeting**

Wednesday, 21<sup>st</sup> October 2026 at 6.30 pm