



**Minutes of the meeting of the Finance Committee
of Rochford Parish Council held on
Wednesday, 25th March 2026 at 6.30 pm
at The Parish Rooms, Rochford**

Councillors: James Edmunds
Paul Nash (Chair)
Graham Whitehead
Arthur Williams

In Attendance: Emma Terris (Clerk)
Doug Hanser
Errol Houston-Bailey

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- 110/25 To receive apologies for absence**
Apologies for absence were received and accepted from Cllrs Crosbie, Efde and Hubbard
- 111/25 To receive any Declarations of Interests**
111/25.1 Cllr Williams declared an interest in regard to Rochford District Council
111/25.2 Cllr Edmunds declared a pecuniary interest in regard to agenda item 115/25.
- 112/25 To approve the minutes of the meeting held on Wednesday, 25th February 2026**
The minutes of the meeting held on Wednesday, 25th January 2026 were agreed.
- 113/25 Finance Matters**
113/25.1 To receive the bank reconciliations for February 2026
The bank reconciliations for all the council's bank accounts as at 28th February 2026 were received and signed by Cllr Nash, Chair of Finance.
- 113/25.2 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.
- 113/25.3 To receive and approve payments to be made**
The following payments were approved

Payee	Description	Total
Eileens Florist	Burial Fees	£ 960.00
SSE Energy Solutions	WC Electricity	£ 505.35

Business Stream	WC Water	£ 790.94
Huws Gray Ltd	Cemetery Maintenance	£ 265.54
Norman Bright	Cemetery Maintenance	£ 100.00
WI Hall	Information Day Table Rental	£ 20.00
Hockley Market Garden Centre	Christmas Tree	£1,200.00
Safe I.S.	Fire Safety Inspection Parish Rooms	£ 360.00
SSE Energy Solutions	St Mark's Electricity	£ 630.28
EALC	Staff Training	£1,032.00
CouncilWise	Staff Training	£ 180.00

114/25

Internal Audit Action Plan

114/25.1 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.

114/25.1 To receive an update from the Clerk regarding the 2025/26 internal audit

The Clerk advised that Helen Symmons from Legra Internal Audit Service has been appointed to carry out the internal audit for 2026/26 and the audit will be taking place on Wednesday, 27th May 2026.

115/25

St Mark's Hall

Cllr Edmunds declared an interest and withdrew from the meeting for this agenda item.

115/25.1 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 approached three companies, two companies have responded once a third quote has been obtained, the quotes will be presented to members.

115/25.2 To review a report from The Design Cabin regarding Hall bookings, income and expenditure

A report from The Design Cabin was received. Members asked the Clerk to summarise the report and to provide recommendations to Members.

116/25

The Parish Rooms

116/25.1 To receive the income and expenditure report for The Parish Rooms

The income and expenditure report for The Parish Rooms was received.

116/25.2 To receive an update on the Fire Risk Assessment

The Clerk advised that the Fire Risk Assessment for The Parish Rooms has been carried out and the report will be shared with Members once received.

117/25

IT Support

117/25.1 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. A follow-up meeting has been arranged with Cloudy IT with members of the IT Working Party.

118/25 Planning Matters

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

Minutes signed by: -----

Date: -----