



ROCHFORD PARISH COUNCIL

Members of Rochford Parish Council

You are hereby summoned to attend the Full Council Meeting of Rochford Parish Council to be held on Wednesday, 24th 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 business set out in the agenda below.

Members of the public and press are welcome to attend the meeting. Public participation will be in accordance with the Council's Standing Orders.

All council meetings will be conducted in accordance with the Council's adopted Code of Conduct and its commitment to the Civility and Respect Pledge.

Emma Terris

Emma Terris
Clerk and Responsible Financial Officer
18th June 2026

AGENDA

- 1. To receive apologies for absence**
To receive and accept apologies for absence
- 2. To receive any declarations of interests**
To receive declarations of pecuniary and non-pecuniary interests for this meeting
- 3. Minutes of the Previous Meeting**
To receive and approve the minutes of the Full Council meeting held on Wednesday, 13th May 2026.
- 4. Tribute to Former Councillor Myra Weir**
To pay tribute to former Councillor Myra Weir following her recent passing, to observe a minute's silence in recognition of her service to the Parish Council and community, and to consider appropriate commemorative arrangements or memorials.
- 5. 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)**
- 6. To receive reports from County/District Councillors (maximum of 10 minutes, Chairman only to reply)**
- 7. Clerk's Report (Verbal)**
To receive a report from the Clerk and Responsible Financial Officer.

- 8. To receive a verbal report from Councillors of Rochford Parish Council on activities undertaken since the last meeting**
- 9. Councillor Co-Option**

Councillors to receive an application from Mrs Laureen Shaw regarding her possible Co-Option onto the Parish Council and for Councillors to consider her application
- 10. Rochford Town Council**

To discuss and consider the Parish Council's future status and to determine whether Rochford Parish Council should formally resolve to known as Rochford Town Council pursuant to the provisions of the Local Government Act 1972.
- 11. Finance**
 - 11.1 To receive the draft minutes of the Finance Committee meeting held on Wednesday, 17th June 2026
 - 11.2 To receive the bank reconciliations for May 2026.
 - 11.3 To receive payments for authorisation (to follow)
 - 11.4 To receive the summary of Receipts and Payments compared to budget for the year to date.
- 12. To receive and review the Internal Audit Report of the Parish Council and to agree the Action Plan to address the points raised**
- 13. To agree and approve the Annual Governance Statement (Section 1) of the Annual Return for the year ended 31st March 2026**
- 14. To agree and approve the Accounting Statement (Section 2) of the Annual Return for the year ended 31st March 2026.**
- 15. Reports From Committees – Community Projects**
 - 15.1 To receive the draft minutes of the meeting held on Wednesday, 10th June 2026
 - 15.2 To receive a report from the office regarding the road closure and naming of the event.
 - 15.3 To receive and consider quotations received for electrical works associated with the Community Projects Committee and determine any action required.
- 16. Reports from Committees – General Purposes**
 - 16.1 To receive the draft minutes of the meeting held on Wednesday, 10th June 2026.
- 17. Policy/Document Approval**

To receive and approve the following policies/documents:

 - 17.1 Information and Technology Policy
 - 17.2 Reserves Policy
- 18. Terms of Reference**

To receive and approve the following:

 - 18.1 Finance Committee
 - 18.2 General Purposes Committee
 - 18.3 Community Projects Committee
 - 18.4 Staffing Committee
- 19. To receive reports from representatives to outside bodies**
 - 18.1 Rochford Hundred Association of Local Councils – No meeting held.
 - 18.2 Old Peoples Welfare Committee

20. Councillor/Clerk/Employee Training

- 19.1 To receive details of any training undertaken since the last meeting
- 19.1 To note any training arranged, including Councillor Refresher Training scheduled for Wednesday, 8th July 2026

21. Planning Applications

Planning Reference	Applicant	Location	Description
26/00356/FUL	Laindon Holdings Limited	Plot 1, Rochford Business Park, Cherry Orchard Way, Rochford	Construction of a new food store (Use Class E(a)), with access, car and cycle parking, landscaping and associated works.
26/00208/FUL	Mr Jay Passfield	16 The Trunnions, Rochford, SS4 1DJ	Proposed single storey rear extension with roof lantern

22. Date and time of next meeting

Wednesday, 29th July 2026 at 6.30 pm

23. Exclusion of Press and Public

To resolve that under the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting during consideration of the following item(s) of business on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

St Mark's Hall

To receive an update from the Clerk regarding St Mark's Hall and consider any actions arising from legal and professional advice received.