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## ROCHFORD TOWN COUNCIL

### Members of Rochford Parish Council

You are hereby summoned to attend the Annual Council meeting of Rochford Town Council to be held on **Wednesday, 29<sup>th</sup> July 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**  
**Town Clerk and Responsible Financial Officer**  
**23<sup>rd</sup> July 2026**

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### 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. To consider requests for dispensation**  
To receive a report from the Clerk regarding a request for dispensations submitted by Cllr Edmunds under Section 33 of the Localism Act 2011 in relation to St Mark's Hall, The Freight House, The King Edmund School and The Design Cabin Community C.I.C. (General Matters), and to determine whether to grant the requested dispensations.
- 4. Minutes of the Previous Meeting**  
To receive and approve the minutes of the Full Council meeting held on Wednesday, 24<sup>th</sup> June 2026.
- 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 Town Council on activities undertaken since the last meeting**

**9. Councillor Co-Option**

To receive an application from Mr Mike Steptoe for co-option to Rochford Town Council and to consider whether to co-opt him to fill the current casual vacancy.

**10. Strategic and Action Plan**

To discuss and consider arrangements for a councillor strategy session to identify the Council's priorities, future projects and actions, and to obtain input from councillors to inform the development of Strategic and Action Plan.

**11. Finance**

**11.1** To receive bank reconciliations for June 2026.

**11.2** To receive payments for authorisation (to follow)

**11.3** To receive the summary of Receipts and Payments compared to budget for the year to date.

**11.4** To consider the recommendation of the Finance Committee to reappoint Helen Symons of Legra Internal Audit Service to undertake the Council's interim and year-end internal audits for the 2026/2027 financial year.

**11.5** To note that the Annual Governance and Accountability Return (AGAR) 2025/2026 was submitted to the external auditor on 25<sup>th</sup> June 2026, prior to the statutory deadline, and that the Notice of Public Rights was duly published and that the period for exercise of the public rights commenced on 1<sup>st</sup> July 2026 and concludes on 11<sup>th</sup> August 2026.

**12. St Mark's Hall**

To receive a report from the Clerk regarding the quotations received for remedial works at St Mark's Hall, to consider the quotations, to appoint a contractor where appropriate, and to agree any associated actions.

**13. The Parish Rooms**

To receive an update from the Clerk regarding the recent Health and Safety consultant visit and the actions being taken to address the matters identified.

**14. Review of Council Accommodation**

To receive a verbal report from the Clerk regarding the Council's current accommodation arrangements and to determine any actions arising.

**15. Reports from Committees**

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

**14.1** Community Projects Meeting – No meeting held

**14.2** General Purposes Committee – No meeting held

**14.3** Staffing Committee – Wednesday, 22<sup>nd</sup> July 2026 (minutes to follow)

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

**15.1** Rochford Hundred Association of Local Councils – Meeting held on Thursday, 16<sup>th</sup> July 2026

**15.2** Old Peoples Welfare Committee

**17. Councillor/Clerk/Employee Training**

**16.1** To receive details of training undertaken since the last meeting

**16.2** To consider any future training to be arranged

## 18. Planning Applications

| Planning Reference | Applicant                   | Location                                                                | Description                                                                               |
|--------------------|-----------------------------|-------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|
| 26/00506/ADV       | Umdasch Storemakers Limited | Car Dealership D2, Rochford Business Park, Cherry Orchard Way, Rochford | Install 2 No. internally illuminated fascia signs.                                        |
| 26/00437/FUL       | Mrs Y Akinleye              | 46 The Drive, Rochford, SS4 1QE                                         | Erect a single storey rear extension to home office to create a ground floor studio flat. |
| 26/00499/FUL       | Mr and Mrs D&A Heim         | 111 Rochford Garden Way, Rochford, SS4 1QJ                              | Proposed single storey front and side extensions.                                         |

## 19. Date and time of next meeting

To note the next meeting of the Council will be held on Wednesday, 30<sup>th</sup> September 2026 at 7.30 pm at the Parish Rooms, Rochford.

## 20. Exclusion of the Press and Public

To consider the following resolution:

***‘That under the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the remainder of the meeting on the grounds that the business to be transacted involves the likely disclosure of exempt information’***

## 21. St Mark’s Hall

To receive a confidential update from the Clerk regarding St Mark’s Hall

## 22. Staffing Matters

### 22.1 Maintenance Officer

To consider the recommendation of the Staffing Committee to extend the Maintenance Officer’s fixed-term contract for a further six months on the existing terms and conditions, and to authorise the Clerk to issue the appropriate contractual documentation.

### 22.2 HR Policies and Procedures

To receive the draft HR Policies and Procedures recommended by the Staffing Committee and to consider their adoption by Full Council and to delegate authority to the Clerk and Staffing Committee to oversee their implementation.

### 22.3 Clerk’s Working Hours

To receive and consider the recommendation of the Staffing Committee that the temporary increase in the Clerk’s contracted working hours be made permanent by amending the Clerk’s contract of employment to increase the contracted hours from 25 hours to 35 hours per week, and to approve the necessary variation to the Clerk’s contract of employment.