



ROCHFORD TOWN COUNCIL

Minutes of the Extra-Ordinary Full Council Meeting

Held on Thursday, 17th September 2026

At The Parish Rooms, Rochford at 6.30 pm

Members Present: Cllr Leona Bryceland
Cllr Denise Crosbie
Cllr James Edmunds
Cllr Rodd Hubbard
Cllr Mike Steptoe
Cllr Graham Whitehead
Cllr Arthur Williams

In Attendance: Mrs Emma Terris – Town Clerk and Responsible Financial Officer

There were no members of the public present

- 83/26 To receive apologies for absence**
Apologies for absence were received and accepted from Cllrs Cottis, Edwards, Nash, Shaw and Thomas.

Cllr Callaghan was absent.
- 84/26 To receive any declarations of interests**
Cllr Edmunds declared an interest in agenda item 86/26.2
- 85/26 Minutes of the Previous Meeting**
Members agreed to defer consideration and approval of the minutes of the previous meeting until the next meeting of the Council.
- 86/26 Community Projects**
86/26.1 Memorial Award
Members considered the introduction of an award to recognise an individual who had made an outstanding contribution to Rochford.

It was **resolved** that:
- The award will be known as the Myra Weir Community Champion Award.

- The word 'Parish' would be removed from the title in the proposed advertisement following the Council's change of status to a Town Council.
- A commemorative shield which would be engraved with names would remain in the possession of the Town Council.
- The annual recipient would be presented with a cup to retain and would be invited to switch on the Christmas Lights at the annual Christmas Festival.
- A proposed nomination form would be produced for consideration at the next meeting.
- Information about the award, including its purpose and the reasons for its introduction, would be published on the Council's website and incorporated into the nomination form.
- The office would agree suitable wording for publication in Around Rochford.

86/26.2 Halloween Trail

Members received a proposal from Cllr Edmunds regarding the Halloween Trail. Members were informed that the trail had been funded and operated by The Design Cabin CIC in Rochford the previous year. As no external funding is available for 2026, Cllr Edmunds asked the Town Council to support the event and allow the use of the Parish Rooms on Sunday, 1st November 2026.

Members were advised that the Halloween Trail would take place during the final week of October, with the closing event taking place on Sunday, 1st November 2026 between 10.00 am and 4.00 pm.

The Parish Rooms would be used in connection with the event, alongside activities involving the Women's Institute. Town Team assets would be displayed in the Parish Rooms and tours of the Old House would also take place during the day.

Cllr Whitehead proposed that the Council accepts Cllr Edmunds proposal. Cllr Bryceland seconded the motion. It was resolved unanimously by those voting to approve the proposal and support the Halloween Trial. Cllr Edmunds abstained from the vote, having declared an interest in this item.

87/26

Date and time of next meeting

Wednesday, 30th September 2026 at 6.30 pm at The Parish Rooms, Rochford