

Rochford Town Council

Prepared by: _____

Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____

Date: _____

Name and Role (RFO/Chair of Finance etc)

A	Bank Reconciliation at 31/08/2026		
	Cash in Hand 01/04/2026		320,077.22
	ADD Receipts 01/04/2026 - 31/08/2026		389,074.22
	SUBTRACT Payments 01/04/2026 - 31/08/2026		709,151.44
	Cash in Hand 31/08/2026 (per Cash Book)		118,683.82
B			590,467.62
	Cash in hand per Bank Statements		
	CCLA 31/08/2026	186,477.99	
	Metro Bank Imprest Account 31/08/2026	600.07	
	Metro Bank Instant Access Account 31/08/2026	48,007.88	
	Metro Bank Current Account 30/04/2026	0.00	
	Unity Bank Savings Account 31/08/2026	287,193.10	
	Unity Bank Current Account 31/08/2026	68,188.58	
			590,467.62
	Less unrepresented payments		
			590,467.62
	Plus unrepresented receipts		
	Adjusted Bank Balance		590,467.62
	A = B Checks out OK		

Rochford Town Council

Summary of Receipts and Payments

All Cost Centres and Codes

23 September 2026 (2026-2027)

Allotments

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	
1000	Income-Allotments	6,500.00	311.57	-6,188.43				-6,188.43 (-95%)
4063	Utilities				2,500.00	1,914.67	585.33	585.33 (23%)
4071	Supplies/Equipment				250.00	85.70	164.30	164.30 (65%)
4400	Grant				2,400.00		2,400.00	2,400.00 (100%)
5660	Maintenance					279.73	-279.73	-279.73 (N/A)
SUB TOTAL		6,500.00	311.57	-6,188.43	5,150.00	2,280.10	2,869.90	-3,318.53 (-28%)

Community Events (CP)

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	
1041	Income Events							(N/A)
1042	Income - Grants							(N/A)
1043	Income - Donations							(N/A)
4024	Grants				3,000.00		3,000.00	3,000.00 (100%)
4204	Events General				4,000.00	1,101.96	2,898.04	2,898.04 (72%)
5655	Events - Christmas				33,000.00	803.00	32,197.00	32,197.00 (97%)
SUB TOTAL					40,000.00	1,904.96	38,095.04	38,095.04 (95%)

Councillor Costs

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	
4027	Chain of Office				250.00		250.00	250.00 (100%)
4050	Election Expenses				1,500.00		1,500.00	1,500.00 (100%)
4055	Training Councillors				2,000.00	1,333.17	666.83	666.83 (33%)
4056	Travel Expenses				150.00		150.00	150.00 (100%)
4111	Chairman's Allowance				3,000.00	637.46	2,362.54	2,362.54 (78%)
4115	Chairman's Fund				2,000.00		2,000.00	2,000.00 (100%)
4116	Councillors Allowances				10,000.00	1,253.20	8,746.80	8,746.80 (87%)
SUB TOTAL					18,900.00	3,223.83	15,676.17	15,676.17 (82%)

Doggets Wildlife Area

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	
1040	Income - Doggetts	1,500.00	1,500.00					(0%)
4101	Maintenance				2,500.00	13.74	2,486.26	2,486.26 (99%)
4105	Waste				3,000.00	1,405.00	1,595.00	1,595.00 (53%)
SUB TOTAL		1,500.00	1,500.00		5,500.00	1,418.74	4,081.26	4,081.26 (58%)

Rochford Town Council
Summary of Receipts and Payments
All Cost Centres and Codes

23 September 2026 (2026-2027)

Earmarked Reserves

Code	Title	Receipts			Payments			Net Position +/- Under/over spend
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	
321	Doggetts Wildlife Area							(N/A)
322	Bac Lane Toilets							(N/A)
323	Rochford Lawn Cemetery							(N/A)
326	UKSPF							(N/A)
331	Vehicle Reserve							(N/A)
333	CCTV Reserve							(N/A)
335	Events Reserve							(N/A)
340	Allotments Reserve							(N/A)
350	High Street Fund							(N/A)
5656	Town Team Assets							(N/A)
SUB TOTAL								(N/A)

General Administration

Code	Title	Receipts			Payments			Net Position +/- Under/over spend
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	
1176	Precept	364,149.00	364,149.00					(0%)
1190	Interest Received	10,000.00	3,905.48	-6,094.52				-6,094.52 (-60%)
4016	Office Equipment				2,000.00	626.39	1,373.61	1,373.61 (68%)
4020	Office Supplies/Stationery				3,000.00	520.84	2,479.16	2,479.16 (82%)
4035	Internal Audit Fees				800.00	400.00	400.00	400.00 (50%)
4036	External Audit Fees				1,000.00		1,000.00	1,000.00 (100%)
4038	Legal Fees/Professional Fees				2,000.00		2,000.00	2,000.00 (100%)
4039	Bank Charges		50.48	50.48	500.00	91.70	408.30	458.78 (91%)
4110	Vehicle				1,500.00	270.65	1,229.35	1,229.35 (81%)
4407	Insurance				7,500.00	979.88	6,520.12	6,520.12 (86%)
4408	Website				1,000.00	340.00	660.00	660.00 (66%)
4409	Subscriptions				10,000.00	5,441.36	4,558.64	4,558.64 (45%)
4410	S137 Expenditure				250.00		250.00	250.00 (100%)
4413	IT Charges		79.56	79.56	7,000.00	5,154.14	1,845.86	1,925.42 (27%)
5652	Publications/Advertising				1,200.00		1,200.00	1,200.00 (100%)
5654	Broadband/Telephone/Mobile				2,000.00	535.30	1,464.70	1,464.70 (73%)
5657	VAT Refund							(N/A)
5658	Defib Maintenance					205.00	-205.00	-205.00 (N/A)
5659	Parish Maintenance					472.14	-472.14	-472.14 (N/A)
SUB TOTAL		374,149.00	368,184.52	-5,964.48	39,750.00	15,037.40	24,712.60	18,748.12 (4%)

Kings Head

Code	Title	Receipts			Payments			Net Position +/- Under/over spend
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	
4019	Business Rate				3,366.38	1,399.38	1,967.00	1,967.00 (58%)
4064	Utilities				1,500.00	934.04	565.96	565.96 (37%)
4102	Rent Kings Head				15,000.00	6,250.00	8,750.00	8,750.00 (58%)
4412	Maintenance Internal				4,000.00	879.62	3,120.38	3,120.38 (78%)

Parish Rooms

Rochford Lawn Cemetery

St Marks Hall

Staffing

Created by **Scribe**

Rochford Town Council
Summary of Receipts and Payments
All Cost Centres and Codes

23 September 2026 (2026-2027)

SUB TOTAL	344.00	344.00	176,800.00	62,714.78	114,085.22	114,429.22 (64%)
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Street Furniture (GP)

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1070	Income-Grants							(N/A)
4012	Utilities				8,500.00	2,115.28	6,384.72	6,384.72 (75%)
4014	Street Signs							(N/A)
4100	Maintenance				7,000.00	697.62	6,302.38	6,302.38 (90%)
SUB TOTAL					15,500.00	2,812.90	12,687.10	12,687.10 (81%)

Toilets

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4040	Utilities				2,000.00	679.35	1,320.65	1,320.65 (66%)
4068	Supplies				1,000.00	50.00	950.00	950.00 (95%)
4402	Maintenance				2,000.00	4,446.39	-2,446.39	-2,446.39 (-122%)
SUB TOTAL					5,000.00	5,175.74	-175.74	-175.74 (-3%)

Summarv

NET TOTAL	404,649.00	379,989.09	-24,659.91	383,181.43	120,899.13	262,282.30	237,622.39
V.A.T.		9,085.13			6,853.70		
GROSS TOTAL		389,074.22			127,752.83		

Annual Governance and Accountability Return 2025/26 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £15 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2025/26

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:
 - The Annual Internal Audit Report must be completed by the authority's internal auditor.
 - Sections 1 and 2 must be completed and approved by the authority.
 - Section 3 is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2026**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2026** Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2026
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2025/26Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability Return **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities **must** publish the following information on the authority website/webpage:

Before 1 July 2026 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2025/26** approved and signed, page 4
- **Section 2 - Accounting Statements 2025/26** approved and signed, page 5

Not later than 30 September 2026 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review. It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2025/26

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments **must** be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2026
- The Annual Governance Statement (Section 1) **must** be approved before the Accounting Statements (Section 2) and evidenced by the agenda or minute references, even where approved on the same day.
- The Responsible Financial Officer (RFO) **must** certify the accounts (Section 2) before they are presented to the authority for approval. The authority **must** in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period which **must** be a single period of 30 working days for inspection (this excludes weekends and public holidays) which **must** include the first 10 working days of July.
- You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chair, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor **must** be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- Additional costs may be incurred if additional audit work is required.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2025) equals the balance brought forward in the current year (Box 1 of 2026).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights which **must** be a single period of 30 working days for inspection (this excludes weekends and public holidays) which **must** include the first 10 working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2026**

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?	✓	
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?	✓	
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?	✓	
Section 1	For any statement to which the response is 'no', has an explanation been published?	✓	
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?	✓	
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting?	✓	
	Has an explanation of significant variations been published where required?	✓	
	Has the bank reconciliation as at 31 March 2026 been reconciled to Box 8?	✓	
	Has an explanation of any difference between Box 7 and Box 8 been provided?	✓	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.	✓	

**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Section 1 – Annual Governance Statement 2025/26

We acknowledge as the members of:

Rochford Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2026, that:

	Agreed		‘Yes’ means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We have assured ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors’ rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority’s accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓
10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.		✓	<i>has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.</i>

***Please provide explanations to the external auditor on a separate sheet for each ‘No’ response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

24/06/2026

and recorded as minute reference:

34/25

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

Clerk



<https://www.rochfordparishcouncil.gov.uk/>

Annual Internal Audit Report 2025/26

Rochford Parish Council

<https://www.rochfordparishcouncil.gov.uk/>

During the financial year ended 31 March 2026, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2025/26 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Cash payments were properly supported by receipts, all cash expenditure was approved and VAT appropriately accounted for.			✓ N/A
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2024/25, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2024/25 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.		✓	
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2025/26 AGAR period, were public rights in relation to the 2024-25 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).		✓	
N. The authority has complied with the publication requirements for 2024/25 AGAR (see AGAR Page 1 Guidance Notes).		✓	
O. The authority has complied with laws, regulations & proper practices relating to digital and data compliance.		✓	
P. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

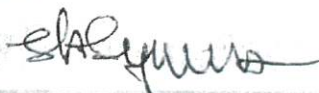
Date(s) internal audit undertaken

Name of person who carried out the internal audit

27/05/2026

HELEN SYMONS LEGRAIAS

Signature of person who carried out the internal audit



Date

30/05/2026

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 2 – Accounting Statements 2025/26 for

Rochford Parish Council

RESTATED

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	
1. Balances brought forward	190,179	284,752	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	268,456	290,037	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	120,340	58,298	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	124,476	123,049	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	169,746	187,220	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	284,752	322,818	Total balances and reserves at the end of the year. must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	285,186	320,077	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	161,194	166,733	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
For Local Councils Only			
	Yes	No	
11 Do the figures in the accounting statements above exclude any trust transactions?	☒	☐	For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.

I certify that for the year ended 31 March 2026 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval.



Date

24/06/2026

I confirm that these Accounting Statements were approved by this authority on this date:

24/06/2026

as recorded in minute reference:

35/25

Signed by Chair of the meeting where the Accounting Statements were approved



Section 3 – External Auditor's Report and Certificate 2025/26

In respect of

Rochford Parish Council – EX0207

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2026; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2025/26

Except for the matters reported below, on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with *Proper Practices* and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Information has come to our attention from the internal auditor highlighting the fact that external auditor report and certificate was not published on the authority's website by the dates specified in the Accounts and Audit Regulations 2015.

Other matters not affecting our opinion which we draw to the attention of the authority:

The smaller authority has confirmed that it has not complied with the governance Assertion in Section 1, Box 10, but it has provided the appointed auditor with an adequate explanation for non-compliance and details of the actions necessary to address weaknesses identified. This is consistent with the internal auditor's response to internal control objective O.

In the completion of the Annual Internal Audit Report, and their detailed report, the internal auditor has drawn attention to weaknesses in relation to recording of acceptance of quotes in the minutes, delays in payments of pension contributions, publication of some documents on the website and obtaining legal advice regarding property lease decisions. The smaller authority must ensure that action is taken to address these areas of weakness in a timely manner.

3 External auditor certificate 2025/26

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2026.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

19/09/2026



**ROCHFORD
TOWN COUNCIL**

Social Media Policy

Date Approved by Full Council	September 2026
Date of Next Review	

1. Purpose and Scope

Rochford Town Council uses social media to share information about its services, decisions, events and activities and to engage with the local community. Social media supplements the Council's website and other established ways of communicating with residents.

This policy applies to the Council's official social media accounts and to councillors and employees when their use of social media relates to Council business. It should be read alongside the Council's Code of Conduct, staff policies, data protection procedures and complaints procedures.

2. Official Accounts and Content

The Council currently operates a Facebook page. Any additional official social media account must be approved by Full Council. The Clerk will maintain a record of official accounts and who is authorised to access them.

The Council may use its accounts to publish:

- Council news, meeting information and decisions
- Consultations and opportunities for residents to have their say
- Information about Council services, facilities and events
- Important local updates and emergency information
- Links to relevant information from other organisations

Posts must be accurate, accessible, respectful and politically impartial. Members of staff should check information before publishing it and correct material errors promptly. Sharing another organisation's content does not necessarily mean that the Council endorses all of its views.

The Council will have regard to the Code of Recommended Practice on Local Authority Publicity when deciding what to publish.

3. Responsibility for Official Accounts

The Clerk is responsible for overseeing the Council's official social media accounts and may authorise members of staff to prepare, publish and moderate content. Councillors must not post through an official account unless Full Council has expressly authorised an arrangement for doing so.

Access must be limited to authorised users. Account credentials must be kept secure, and access must be removed promptly when it is no longer required. The Clerk will arrange for accounts to be checked regularly during working hours. Social media is not an emergency reporting service and is not monitored continuously.

Requests to publish notices or information on the Council's accounts should be sent to the Clerk. The Clerk may decline material that is inaccurate, inappropriate party political, commercial in nature or outside the Council's purposes.

4. Photographs, Videos and Personal Information

Before publishing an identifiable photograph, video or other personal information, the Council will identify an appropriate lawful basis, provide suitable privacy information and follow its data protection procedures. Consent is not automatically required for every photograph, but permission should be sought where appropriate, particularly for close-up images of children. Extra care must be taken where a safeguarding or privacy concern has been raised. The council will also check that it has the right to use any images, music or text created by someone else.

The Council will not ask people to post private details in public comments. Sensitive enquiries should be moved to an appropriate private channel and shared internally only with those who need to deal with them. A suspected personal data breach must be reported promptly to the Clerk and handled under the Council's data breach procedure.

5. Comments, Messages and Moderation

The Council welcomes relevant questions and comments. It may hide or remove content from its own accounts, for example, it:

- Contains abuse, threats, harassment or discriminatory language
- Reveals someone else's private information
- Contains spam, repeated promotional material or irrelevant links
- Impersonates another person; or
- Is party political material posted on an official Council account

The Council may disable comments on a post where this is appropriate. Where practical, staff should keep a record of material removed and the reason for doing so. Serious threats or other concerning content should be referred to the Clerk for appropriate action.

The Council will aim to respond to messages received during working hours, but it cannot guarantee an immediate response. Complaints, service requests and other matters needing a formal response will be directed to the appropriate Council process. A request for personal information must be passed promptly to the Clerk even if it arrives through social media; it should not be dismissed because it was sent through that channel.

6. Councillors' and Employees' Personal Accounts

Councillors and employees may use personal social media accounts. They must make clear when they express a personal view and must not imply they are speaking on behalf of the Council unless authorised to do so.

Councillors must comply with the Council's Code of Conduct where it applies to their conduct. Employees must comply with their employment obligations and relevant Council policies. Neither councillors or employees should disclose confidential Council information or personal information obtained through their role.

A councillor's personal account remains their own account. Where the Council becomes aware of a concern about a Councillors conduct, it will consider the appropriate route under its Code of Conduct rather than treating a personal post as an official Council communication.

7. Pre-Election Periods (Purdah)

During a pre-election period, the Council will take particular care with publicity issued through its accounts. Routine service information may continue but posts must remain objective and must not appear designed to affect public support for a political party or candidate. The Clerk will review planned posts, photographs, shares and comments in light of the election concerned and the applicable publicity guidance.

The relevant period is not automatically six-weeks: for local elections, the heightened sensitivity described in the publicity guidance begins when the notice of election is published locally.

8. Review

Full Council will review this policy at least annually, or sooner if there is a change in the Council's social media use, relevant guidance or legislation.

ROCHFORD PARISH COUNCIL
REPORT

COMMITTEE	Full Council
DATE OF MEETING	30 th September 2026
SUBJECT	Report to Full Council on Delegated Authority to Committees
AUTHOR	Emma Terris, Town Clerk
CIRCULATION	All Members

1. Recommendation

Members are asked to consider agreeing that the Council's standing committees may make decisions within their approved terms of reference and budgets, rather than referring every recommendation to Full Council. This would allow routine business to be dealt with at the appropriate meeting while retaining Full Council's oversight of the Council's finances, assets and strategic direction.

Members are asked to:

1. Approve the committee responsibilities and limits as set out in Section 4.
2. Instruct the Clerk to prepare revised terms of reference and a scheme of delegation, consistent with the Council's Standing Orders and Financial Regulations, for adoption by Full Council.
3. Confirm that committee decisions may take effect without subsequent approval by Full Council where they fall within the adopted delegation.
4. Receive the minutes of each committee at the next available Full Council meeting and review the arrangement after 12 months.
5. Resolve that General Purposes Committee and Community Projects Committee will meet on separate evenings as part of the revised meeting schedule.

Members are to note that the delegated powers should take effect only when Full Council has adopted to the revised terms of reference and scheme of delegation. Until then the existing arrangements should apply.

2. Background

The Council manages a range of assets and services, including the cemetery, allotments, war memorial and buildings. It also delivers community projects and manages an annual precept of just under £400,000. These responsibilities generate operational decisions throughout the year, some of which need more detailed consideration than a Full Council agenda allows.

At present, where a committee can only recommend an action, an item may be considered at two meetings before work can proceed. Giving committees clearly defined authority would enable members to decide routine matters within an agreed budget and remit. Significant expenditure, changes in policy and major asset decisions would continue to come to Full Council.

The Local Government Act 1972 provides for councils to arrange for functions to be discharged by committees and to appoint committees for that purpose. The scope of each delegation must be clear, and Full Council can continue to exercise a function it has delegated.

3. Proposed Meeting Structure

Meeting	Proposed Frequency	Role and Responsibility of Committee
Full Council	Monthly (Last Wednesday of the month)	Strategic decisions, reserved matters and oversight of committee work.
Finance Committee	Quarterly with an additional budget meeting (working party) if required.	Financial monitoring, governance, risk and audit.
General Purposes Committee	Every two months or monthly if required.	Management and maintenance of the Council's assets and services.
Community Projects Committee	Every two months or monthly if required.	Events, community initiatives and approved projects.
Planning Committee	As required to meet consultation deadlines, with dates scheduled in advance where possible.	Consider planning applications and consultations and agree the Town Council's response within its terms of reference
Staffing Committee	As least three times and as required	Employment matters within its terms of reference

This structure would give the Council's property and service responsibilities a dedicated forum. Full Council can amend the meeting frequency once it has reviewed the volume of business over the first year.

General Purposes Committee and Community Projects Committee will meet on separate evenings. Due to the nature and volume of business to consider, separate meetings will allow members sufficient time to examine reports, discuss proposals and make decisions within their delegated authority. It will also make the purpose of each meeting clear to the members of the public.

4. Proposed Delegated Authority

Finance Committee

The committee would be authorised to monitor income and expenditure; review budget reports, bank reconciliation checks, reserves, insurance, risk and internal controls, consider audit findings and approve expenditure within its allocated budget and limits set by the Council's Financial Regulations. It would recommend the annual budget, precept, Annual Governance and Accountability Return (AGAR) and any material changes to financial or governance policy to Full Council.

General Purposes Committee

The committee would be authorised to oversee the cemetery, allotments, war memorial, street furniture and other assets. Approve maintenance and repairs within

its allocated budget and agreed spending limits, monitor inspections and compliance work and implement an approved maintenance programme. It could recommend changes to fees, major works, leases and asset transfers to Full Council.

Community Projects Committee

The committee would be authorised to deliver events and projects already approved in the Council's budget or work programme; approve expenditure within its allocated budget and agreed limits; and consider community engagement and grant applications where a grant budget and assessment criteria have been approved. New projects with a material ongoing cost or commitment would be referred to Full Council.

Staffing Committee

The committee would exercise the employment functions expressly assigned in its terms of reference, including specified policy and staffing matters. Its delegation must provide separate arrangements for investigations, grievances, disciplinary hearings and appeals so that councillors are not required to review their own earlier decision.

Planning Committee

The committee would be authorised to consider planning applications, appeals and related consultations referred to the Town Council, and to agree and submit the Council's comments to the relevant planning authority. It would also consider local planning policy consultations where a response is required before the next Full Council meeting.

The committee's terms of reference should allow the Clerk, in consultation with the Chair of the Planning Committee, to submit a response where the consultation deadline falls before the committee can meet. Any response made under this arrangement would be reported to the next Planning Committee meeting.

The committee would only act as a consultee: decisions to grant or refuse planning permission remain with the relevant planning authority. Major planning policy matters or proposals with significant implications for Council owned land would be referred to Full Council where the response deadline allows.

5. Decisions reserved to Full Council

Full Council will retain decisions on:

- The annual budget and precept, and material changes to either.
- Approval of the Annual Governance Statement and Accounting Statements.
- Adoption or material amendment of Standing Orders, Financial Regulations and the Scheme of Delegation.
- Establishing or dissolving committees and approving their terms of reference.
- Acquisition or disposal of land and buildings, and significant leases or transfers of assets.
- Major capital projects, unbudgeted commitments and contracts above an agreed financial threshold.
- The Council's overall strategy and priorities.
- Staffing decisions reserved to Full Council under the Staffing Committee's terms of reference, including changes to the staffing structure, the creation or deletion of posts, and any decision that will have a material effect on the approved staffing budget.

6. Controls and Reporting

Delegation would be subject to the approved budget, Financial Regulations, procurement requirements and any conditions in the committee's terms of reference. Where a proposed decision exceeds those limits, the committee would make a recommendation to Full Council.

Committee agendas and minutes would record the decisions made and the authority relied upon. Full Council would receive committee minutes at its next available meeting, alongside any matters requiring its decision. Budget monitoring and annual review of internal controls would continue to provide oversight of how delegated powers are used. The Accounts and Audit Regulations 2015 require the authority to review the effectiveness of its system of internal control each year.

7. Conclusion

Clear delegated authority would allow committees to deal with routine matters promptly and give Full Council more time for decisions that affect the Council as a whole. The proposed approach is proportionate to the Council's budget and range of assets, if spending limits and reserved matters are documented before the delegation takes effect.



ROCHFORD
TOWN COUNCIL





MINUTES OF COMMUNITY PROJECTS
held on
Wednesday 9th September 2026
at 6.30 pm
at The Town Rooms, Rochford

Present: Cllr, D Crosbie, Cllr James Edmunds,
Cllr Leona Bryceland and Cllr Linda Thomas

In Attendance Clerk – Emma Terris
Assistant to the Clerk – Laura Buckley-Hills

10/26 To receive apologies for absence.

10/26.1 Apologies received and accepted from Cllr Crosbie,
Cllr E Houston-Bailey and Cllr G Edwards

11/26 To receive Declarations of Interest.

11/26.1 Cllr Edmunds declared an interest in the Funding Proposal, No 6 of the
agenda.

12/26 To approve the Minutes of the Meeting held on Wednesday, 10th June 2026

12/26.1 The minutes of the last meeting were agreed and signed as a true
record of that meeting.

13/26 Events

a) Christmas 2026

Report from the Office was received.

It was unanimously agreed for Clay & Gem Media to photo/video the tractor run costing £600 and to agree for the Event's Team to have a budget of £200 to purchase items required for Santa's Grotto. The Santa's Grotto will be £3.50 per child. It was also agreed for the office to buy 250 dark green bags with RTC's logo for all future events.

It was unanimously agreed for the office to purchase a banner for the beginning of South Street and for the back of the stage with RTC's new logo.

Councillor's agreed to visit local business near Rochford Square with this year sponsorship letter.

It was unanimously agreed for the office to contact the Tabor Family regarding the parking bays suspension in North Street.

It was agreed for the RTC to hold a Christmas Market in Rochford Square on Saturday 5th December 2026. It has been proposed for the market to be open 1.30pm to 5pm. Office to confirm arrangements and to start adverting once licensing has been confirmed.

b) Information Days

The report from the office was received.

c) Remembrance Day 2026

The report from the office was received. Cllr D Crosbie confirmed she will be asking local schools to contribute a poppy wreath.

d) Ideas for events

The report from the office was received. Councillors would like to work towards a Carnival at King George's Field in Ashingdon. Office to contact Ashingdon Parish Council for their views.

Events at Town Council Rooms and in Rochford Square was agreed. Office to speak to Licencing Dept at RDC and bring information to next meeting.

14/26 Around Rochford.

14/26.1 It was agreed by all Councillors for 3 of the posters to be put into the next edition of Around Rochford. Councillors would like the "Volunteer of the Year" award to be included in memory of Cllr M Weir. Office to arrange a poster and an extraordinary meeting on Thursday 17th September at 4.30pm to agree the award poster and for the winner to turn on the Christmas Lights this year.

15/26 Town Team

15/26.1 The Design Cabin Community C.I.C proposed a trail on Sunday 1st November 2026 – Rochford Historic Halloween Trail. Councillors unanimously agreed to assist the event. For RTC to display the Town Team assets in the Town Council Rooms with volunteers and the office to manage the bookings for the walking tours. The Office to arrange an extraordinary meeting to ratify the arrangements.

16/25 Planning applications

Planning reference – 26/00607/DPDP3J

Applicant	Hanley Estates London Ltd
Location	2 West Street, Rochford, Essex SS4 1AJ
Description	Application to determine if prior approval is required for a proposed change of use of Class E first floor offices and part of storage of shop to C3 dwellings;

Comment:	Change of use
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There being no further business the meeting closed at 7.36 pm.



Rochford Town Council

Minutes of the meeting of the General Purposes Committee Held on Wednesday, 9th September 2026 at The Parish Rooms, Rochford at 7.30 pm

In Attendance: James Faulkner, Clayton Barber

Councillors: Derek Brown (Chair)
James Edmunds
Linda Thomas
Denise Crosbie
Laureen Shaw

Clerk: Emma Terris

- 13/26 To receive apologies for absence**
13/26.1 Apologies were received for Cllrs Williams, Huston-Baily, Edwards, Whitehead and Hubbard.
- 14/26 To receive any Declarations of Interest**
14/26.1 Cllr Thomas declared an interest in the allotments.
14/26.2 Cllr Crosby declared an interest in Doggetts Wildlife Area as she knows Clayton Barber personally.
- 15/26 To approve the Minutes of the Meeting held on 10th June 2026 as a true record of the meeting.**
15/26.1 The minutes of the last meeting were agreed as a true record of the meeting and signed by the Chair.
- 16/26 Co-option onto General Purpose Committee.**
16/26.1 It was proposed by the Cllr Brown to co-opt Mike Steptoe onto the committee. A vote was held and all were in favour.
16/26.2 It was proposed by Cllr Brown to co-opt Laureen Shaw onto the committee. A vote was held and all were in favour.
- 17/26 Doggetts Wildlife Area**
17/26.1 Clayton Barber was introduced to the committee.

- 17/26.2 A report was received about the fish mortality incident. Mr Barber gave an explanation as to why it happened and the risks of each action that could be taken to manage the situation.
- 17/26.3 A report was received on Mr Barber's proposal to create an accessible parking area, access improvements and an accessible angling facility. A discussion was held and it was agreed to defer the decision to Full Council.
- 17/26.4 A report on the Council's insurance position and advice received from Gallagher was received. Mr Barber also provided copies of his insurance documents for the Council's records.
- 17/26.5 A verbal report on the council's governance documents were received. Examples of the Wildlife area weekly inspection reports, Landlord approval register, Licensee obligation schedule and a non-compliance log were received.
- 17/26.6 It was agreed to reinstate the Doggetts Wildlife Area joint management committee and to invite Clayton Barber, Rochford District Council and the Squires to attend twice a year.
- 17/26.7 A discussion was held about quotes received for the new design on the information boards. It was agreed that we approach an artist that Cllr Edmunds knows to receive a quote.
- 17/26.8 It was proposed by Cllr Edmunds that £2,529.60 be set aside to purchase up to 10 Lifebuoys. Mr barber will give us a recommendation of locations and a quote to fit them. Furthermore, notices to be placed on the Lifebuoy's case asking not to miss use. This was seconded by Cllr Crosbie. A vote was held and all were in favour.

18/26

Allotments

- 18/26.1 A report on the number of people on the waiting list was received.
- 18/26.2 A report on the number of vacant plots was received.
- 18/26.3 A report cover maintenance at the allotment site was received.
- 18/26.4 Quotes for Fencing options at the allotments were received. It was proposed by Cllr Edmunds that we take this to the long-term strategy meeting to discuss making this a part of a multiyear plan.

- 18/26.5 A report was received discussing if local allotment site have plot deposit schemes. It was proposed that the office find out from Southend City Council how successful their pursuing of a plot deposit and the legality around it.
- 18/26.6 A discussion took place regarding the increasing practice of plot holders adding secondary holders to their allotment plots, which may enable individuals to obtain a plot without joining or progressing through the waiting list process. It was proposed by Cllr Brown that secondary plot holders should not automatically be granted the right to take over a plot when the primary holder relinquishes it. Any transfer of a plot to a secondary holder should only be permitted where prior dispensation has been granted by the Council. A vote was held and it was unanimously agreed.
- 18/26.7 An update was received that RALGA did not have their summer show and so permission for the bouncy castle was not needed.
- 18/26.8 The Committee was informed of advice received from the National Allotment Society that it is recommending banning all fires on allotment sites. A discussion was held and it was proposed by Cllr Shaw and seconded by Cllr Brown that fires on site should be banned going forward without express permission from the Council. A vote was held and it was agreed unanimously.

19/26 Rochford Lawn Cemetery

- 19/26.1 A report was received with the number of burials, maintenance and complaint was received.
- 19/26.2 A request was received to ask to use of a Paradso Granite headstone. It was proposed by Cllr Edmunds to decline the request. This was seconded by Cllr Shaw. A vote as held and all were in favour.

20/26 Back Lane Public Toilets

- 20/26.1 A verbal report that public toilets are compliant with the equality act was received.
- 20/26.2 A verbal report on the broken window at the public toilets was received.

21/26 Bus Stops

- 21/26.1 A verbal update to cleaning and repairing the bus stop on Southend Road.

21/26.2 It was proposed by Cllr Shaw that we investigate if we can get a grant from Essex County Council and Cllr Shaw would pass on contact details.

22/26 Back Lane Public Toilets

22/26.1 The draft business case for an asset transfer was received.

22/26.2 Cllr Williams proposed that the Parish Council ask the District Council to redecorate the Back Lane toilets before the Parish Council would formally accept the asset transfer. This was seconded by Cllr Edmunds. A vote was held and all were in favour.

23/26 Signage

23/26.1 A verbal update on the VAS Sign was received.

23/26.2 A verbal update was received on the maintenance to the brick boundary sign at the bottom of South Street.

24/26 Extending the Committee Meeting

24/26.1 it was proposed by Cllr Edmunds that we extend the meeting to finish the agenda. This was seconded by Cllr Crosbie. A vote was held and all were in favor.

25/26 Exclusion of the Press and Public

25/26.1 Resolved: That, in accordance with 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.

26/26 Doggetts Wildlife Area

26/26.1 A report was received.

There being no further business, the meeting closed at 8.50 pm

ROCHFORD PARISH COUNCIL
REPORT

COMMITTEE	General Purpose
DATE OF MEETING	23 rd September 2026
SUBJECT	Proposals to update wording in terms and conditions and tenancy agreement.
AUTHOR	Clerk's Assistant
CIRCULATION	Full Council

Purpose of Report

The purpose of this report is to seek Council approval to amend the current allotment tenancy documentation to:

1. introduce a **complete prohibition on fires and burning anywhere on the allotment site**; and
2. require **each allotment plot to have appropriate insurance cover**, either through membership of RALGA where that membership provides the required cover, or through an alternative suitable insurance policy, with the Council entitled to request evidence of cover at any time.

Current Position: Fires

The current Allotment Tenancy Agreement permits bonfires between October and March, subject to the times identified in the Terms and Conditions. It separately prohibits barbecues.

The Allotments 2025 Terms & Conditions contains considerably more detailed provisions permitting small, manageable bonfires. Bonfires are currently permitted from 1 October to 31 March on Tuesdays and the first Saturday of each month, between 12 noon and dusk.

Appendix II also contains detailed guidance governing permitted bonfires, including what may be burned, wind direction, supervision and extinguishing fires before leaving the site.

The Terms and Conditions already prohibit barbecues, gas cylinders, gas stoves, ovens, wood burners and accelerators under the Fire Safety section.

Proposed Complete Prohibition of Fires

It is proposed that Council removes the existing arrangements permitting bonfires and replaces them with one clear prohibition.

This would remove any uncertainty as to dates, times, acceptable materials or circumstances in which burning is permitted.

I recommend the following wording:

FIRES AND BURNING

No fires or burning of any kind are permitted anywhere on the allotment site at any time.

This prohibition includes, but is not limited to, bonfires, incinerators, barbecues, fire pits, wood burners, camping or cooking fires and the burning of any vegetation, waste or other material.

The use of any naked flame or equipment primarily intended for burning or open-flame cooking is prohibited on the allotment site.

No tenant, co-worker, visitor or other person for whom the tenant is responsible may light or permit a fire on the allotment site.

Any breach of this condition will constitute a breach of the Terms and Conditions of Allotment Tenancy and may result in action being taken under the Council's tenancy enforcement/termination procedure.

I would recommend using "**fires or burning of any kind**" rather than simply "bonfires". This reduces the potential for someone to argue that a fire in an incinerator, fire pit or similar equipment is technically not a bonfire.

Consequential Changes

The Council approved a complete prohibition, simply changing the Fire Safety section would not be sufficient because other parts of the existing documents expressly permit bonfires.

The following amendments should therefore also be made:

Tenancy Agreement

Current clause 5(b) refers to the "irresponsible lighting of bonfires".

I recommend changing this to:

"No nuisance or annoyance shall be caused by the tenant, their visitors or persons authorised by them to any other tenant or neighbouring resident. No fires or burning of any kind are permitted anywhere on the Allotment Site."

Current clause 5(s), which permits bonfires from October to March, should be **deleted and replaced with the complete prohibition.**

Clause 5(t), which separately prohibits barbecues, could then be deleted because barbecues would be expressly covered by the new comprehensive prohibition.

Terms and Conditions

The existing **Section 2: Bonfires** should be deleted and replaced by the new "Fires and Burning" condition above.

Appendix II: Bonfires on Allotments should also be removed in its entirety because its current purpose is to explain when and how tenants may have bonfires. Leaving it in place would contradict the new prohibition.

Section 12, Fire Safety, should subsequently be amended so that it is consistent with the new comprehensive prohibition.

Proposed Insurance Requirement

The current Terms and Conditions specifically require evidence of insurance where permission is sought for livestock, including insurance against animals straying and

causing damage. However, the document does not currently appear to contain a general requirement for every allotment plot to have insurance.

It is proposed that a new condition be introduced requiring appropriate insurance to be maintained for every plot.

I recommend wording along the following lines:

INSURANCE

Each allotment plot must be covered by appropriate insurance for the duration of the tenancy.

Where the tenant is a member of RALGA and appropriate insurance cover is provided as part of that membership, this will satisfy this requirement.

Where the tenant is not covered through RALGA, the tenant must arrange and maintain suitable alternative insurance which provides equivalent or appropriate cover for their activities on the allotment site.

The Council may request evidence of current insurance cover at any time.

Where requested, the tenant must provide satisfactory evidence of cover to the Council within the period specified by the Council.

Failure to maintain appropriate insurance, or failure to provide evidence of insurance when reasonably requested by the Council, will constitute a breach of the Terms and Conditions of Allotment Tenancy and may result in action under the Council's tenancy enforcement/termination procedure.

Proof of Insurance

I recommend that the Council **does not require tenants routinely to send insurance documents to the office every year**, unless there is an administrative reason for doing so.

Instead, the tenant should have a continuing contractual obligation to maintain cover, with the Council having the right to request evidence at any time.

This gives officers the ability to check insurance during routine administration, inspections, following an incident, or where there is reason to believe that appropriate cover has lapsed, without unnecessarily requiring the Council to hold insurance documentation for every plot holder.

Acceptable evidence could include a current membership certificate confirming relevant RALGA insurance cover, or an insurance certificate/schedule from an alternative insurer.

Implementation

As the existing Tenancy Agreement states that the Council reserves the right to alter the yearly rental and conditions of tenancy from time to time, with alterations incorporated into the Agreement, there is already wording addressing changes to tenancy conditions.

Nevertheless, because the proposals introduce materially different obligations, I recommend that any approved changes are formally communicated to **all existing**

tenants in writing, clearly identifying the date upon which the new conditions take effect.

New tenants should receive the revised documentation from commencement of their tenancy.

Recommendation

Council is asked to **RESOLVE**:

1. That the existing provisions permitting bonfires in the Tenancy Agreement and Terms and Conditions be removed.
2. That Appendix II relating to permitted bonfires be removed from the Terms and Conditions.
3. That the proposed "Fires and Burning" wording contained within this report be incorporated into the revised Tenancy Agreement and Terms and Conditions.
4. That each allotment plot be required to have appropriate insurance cover, either through RALGA membership where suitable insurance is included, or through an appropriate alternative insurance policy.
5. That the Council be permitted to request evidence of current insurance cover from a tenant at any time and that failure to maintain or provide evidence of appropriate cover be treated as a breach of the tenancy conditions.
6. That officers be authorised to make the necessary consequential amendments to the Rocheview Allotments Tenancy Agreement and Terms and Conditions to ensure that references to bonfires, fire safety and insurance are consistent throughout the documents.
7. That all existing tenants be notified in writing of the amendments and their effective date.



Emma Goodings
Director of Place
Brentwood Borough Council &
Rochford District Council

Rochford Parish Council
Parish Council Rooms
West Street
Rochford
Essex SS4 1AS

Ask for: Mr Thomas Byford
Direct Dial: 01702 963316
Email: planning.applications@rochford.gov.uk
My Ref: 26/00632/FUL
Your Ref:

15th September 2026

Application No: **26/00632/FUL**
Applicant: **Avioncare Ltd - Mr Peter Harland**
Site Location: **Warehouse Adjacent Hangar 4 Aviation Way Rochford Essex**
Proposal: **Demolish existing single storey office building and construct two storey extension to hanger to provide new offices, new car parking layout.**

Dear Sir/Madam

Town & Country Planning Act 1990 (as amended)

Town & Country Planning (General Development Procedure) Order 1995 (as amended)

Planning (Listed Buildings and Conservation Areas) Act 1990 (as amended)

Town & Country Planning (Control of Advertisements) Regulations 1992

Parish/Town Council Planning Consultation

I have received plans(s) and application form in respect of the proposal detailed above for your consideration. These can be viewed using the following link:- [Rochford Development Control](#) .

I should be grateful if you would forward any observations that you may have to make within 21 days of the date of this letter .

If there is no response to this consultation letter within 21 days, it will be assumed that you have no comments to make on the proposal.

Yours faithfully,

A handwritten signature in blue ink, appearing to read "Emma", with a stylized flourish at the end.

Ms Emma Goodings
MA Hons (cantab) MA MRTPI



Emma Goodings
Director of Place
Brentwood Borough Council &
Rochford District Council

Rochford Parish Council
Parish Council Rooms
West Street
Rochford
Essex SS4 1AS

Ask for: Mr John Harrison
Direct Dial: 01702 546366
Email: planning.applications@rochford.gov.uk
My Ref: 26/00647/LBC
Your Ref:

15th September 2026

Application No: **26/00647/LBC**
Applicant: **Notting Hill Genesis**
Site Location: **Johnson Court Pollards Close Rochford Essex**
Proposal: **Installation of internal secondary glazing to habitable room windows at Flats 9, 10, 11, 12, 14, 16, 17, 18 and 19.**

Dear Sir/Madam

Town & Country Planning Act 1990 (as amended)
Town & Country Planning (General Development Procedure) Order 1995 (as amended)
Planning (Listed Buildings and Conservation Areas) Act 1990 (as amended)
Town & Country Planning (Control of Advertisements) Regulations 1992

Parish/Town Council Planning Consultation

I have received plans(s) and application form in respect of the proposal detailed above for your consideration. These can be viewed using the following link:- [Rochford Development Control](#) .

I should be grateful if you would forward any observations that you may have to make within 21 days of the date of this letter .

If there is no response to this consultation letter within 21 days, it will be assumed that you have no comments to make on the proposal.

Yours faithfully,

Ms Emma Goodings
MA Hons (cantab) MA MRTPI



Emma Goodings
Director of Place
Brentwood Borough Council &
Rochford District Council

Rochford Parish Council
Parish Council Rooms
West Street
Rochford
Essex SS4 1AS

Ask for: Mr Arwel Evans
Direct Dial: 01702 318037
Email: planning.applications@rochford.gov.uk
My Ref: 26/00558/OUT
Your Ref:

22nd September 2026

Application No: **26/00558/OUT**
Applicant: **M Scott Properties Ltd - Mr R Martin**
Site Location: **Land North Of 1 To 55 Doggetts Close Rochford Essex**
Proposal: **Outline planning application for up to 94 residential dwellings, surface water drainage basin, swales, new vehicular and pedestrian access, public open space, landscaping enhancements and associated infrastructure works; all matters reserved except for means of access (to the site only).**

Dear Sir/Madam

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Yours faithfully,

A handwritten signature in blue ink, appearing to read "Emma", with a stylized flourish at the end.

Ms Emma Goodings
MA Hons (cantab) MA MRTPI

Post and parcel deliveries **ONLY**: Rochford District Council, Civic Suite , 2
Hockley Road, Rayleigh, Essex, SS6 8EB. **IN PERSON AT RECEPTION**:
Rochford Library, 8 Roche Close, Rochford, Essex, SS4 1PX. Phone:
01702 546366 Website: www.rochford.gov.uk



Emma Goodings
Director of Place
Brentwood Borough Council &
Rochford District Council

Rochford Parish Council
Parish Council Rooms
West Street
Rochford
Essex SS4 1AS

Ask for: Mr Duncan Law
Direct Dial: 01702 546366
Email: planning.applications@rochford.gov.uk
My Ref: 26/00593/FUL
Your Ref:

22nd September 2026

Application No: **26/00593/FUL**
Applicant: **The King Edmund School**
Site Location: **The King Edmund School Vaughan Close Rochford Essex**
Proposal: **Construction of a modular classroom building**
Dear Sir/Madam

Town & Country Planning Act 1990 (as amended)

Town & Country Planning (General Development Procedure) Order 1995 (as amended)

Planning (Listed Buildings and Conservation Areas) Act 1990 (as amended)

Town & Country Planning (Control of Advertisements) Regulations 1992

Parish/Town Council Planning Consultation

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Yours faithfully,

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Ms Emma Goodings
MA Hons (cantab) MA MRTPI