



ROCHFORD PARISH COUNCIL

Members of the Finance Committee are hereby summoned to attend a meeting of the Finance Committee to be held on Wednesday, 21st October 2026 commencing at 6.30 pm or on conclusion of the Extraordinary Council meeting. 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
Clerk and Responsible Financial Officer
15th October 2026

Membership for 2026/27: Cllrs Edmunds, Hubbard, Nash, Whitehead and Williams

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 Finance Committee meeting held on Wednesday, 17th June 2026.
- 4. Internal/External Audit**
 - a. To receive an update on the interim audit which is being undertaken by Legra Internal Audit.
 - b. To receive the internal audit action plan.
- 5. Accessibility Proposal from Recite Me**
To receive a proposal regarding accessibility of the Council's website.
- 6. Parish Rooms**
 - a. To receive an update on the fire risk assessment action plan for the Parish Rooms.
 - b. To receive a report from the Clerk regarding recommendations for a fully automated door entry at The Parish Rooms
- 7. Risk Management Schedule**
To receive the draft Risk Management Schedule 2026/2027 and agree next steps.

8. Asset Register

To receive the draft Asset Register Schedule and agree next steps.

9. Planning Applications

Planning Reference	Applicant	Location	Description
26/00657/LBC	Mr Michael Simpson	19 South Street Rochford	Change of use of the existing building and its curtilage from Use Class E (Offices and Professional Services) to Use Class C3 (Dwellinghouses) internal alterations to facilitate the creation of 8 residential units; conversion of the existing ancillary building to provide cycle and refuse storage; provision of allocated vehicular parking including a size 5 turning area and associated landscaping works.