



ROCHFORD PARISH COUNCIL

Minutes of the Finance Committee Meeting Held on Wednesday, 18th June 2026 at 6.30 pm At The Parish Rooms, Rochford

Members Present: Cllr James Edmunds
Cllr Rodd Hubbard
Cllr Paul Nash
Cllr Arthur Williams

In Attendance: Mrs Emma Terris – Clerk and Responsible Financial Officer
Cllr Errol Houston-Bailey

There were no members of the public present

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- 01/25 Election of Chairman of the Finance Committee**
Nominates were invited for the position of Chairman of the Finance Committee for the 2026/2027 municipal year.
- Cllr Hubbard nominated Cllr Nash. This was seconded by Cllr Edmunds and carried unanimously.
- 02/25 Election of Vice Chairman of the Finance Committee**
Cllr Nash proposed that Cllr Hubbard is elected as Vice Chairman of the Finance Committee for the 2026/2027 municipal year. This was seconded by Cllr Williams and unanimously carried.
- 03/25 To receive apologies for absence**
Apologies for absence were received and accepted from Cllr Whitehead.
- 04/25 To receive any declarations of interests**
04/25.1 Cllr Williams declared an interest in Rochford District Council.
04/25.2 Cllr Edmunds declared an interest in agenda item 09/25.
- 05/25 To approve the Minutes of the Previous Meeting**
The minutes of the Finance meeting held on Wednesday, 25th March 2026 were agreed as a true record of the meeting and were signed by the Chairman.

- 06/25** **Terms of Reference**
The Terms of Reference for the Finance Committee were reviewed. It was agreed that the Terms of Reference be recommended to Full Council for approval.
- 07/25** **Finance**
07/25.1 **To receive and approve the bank reconciliations for May 2026.**
The bank reconciliations for May 2026 were received and approved.
- 07/25.2** **To receive the summary of Receipts and Payments compared to Budget for the year to date.**
The summary of Receipts and Payments compared to Budget for the year to date was received.
- 08/25** **Internal/External Audit**
08/25.1 **To receive the Internal Audit Report and agree the Internal Audit Action Plan**
The Internal Audit Report and Internal Audit Action Plan that had been produced following receipt of the report was received. It was noted that the Internal Audit Report had improved since last year and the Chair on behalf of the Committee expressed his appreciation to the work undertaken by the Clerk.
- 08/25.2** **To agree to recommend to Full Council the reappoint of Legra Internal Audit to undertake the Council's Internal Audit for 2026/2027**
Members considered the appointment of the Council's Internal Auditor for the 2026/2027 financial year. Following discussion, it was agreed to recommend to Full Council that Legra Internal Audit be reappointed to undertake the Council's Internal Audit for 2026/2027.
- 08/25.3** **To receive the Annual Governance and Accountability Return and to recommend approval by Full Council.**
The Annual Governance and Accountability Return for the 2025/2026 financial year was received and revised. Members considered the documentation and agreed to recommend to Full Council that The Annual Governance and Accountability Return be approved.
- 09/25** **St Mark's Hall**
At 6.42 pm, Cllr Edmunds declared an interest and left the meeting.
- 09/25.1** **To receive an update from the Clerk regarding St Mark's Hall**
The Clerk provided an update regarding St Mark's Hall. Members were advised that a disparity had been identified in relation to the approval process concerning the proposed lease arrangement. The Clerk reported that legal and professional advice was being sought and that a detailed report would be provided at the next Full Council meeting.

The Clerk further advised that two quotations had been obtained for the remedial works identified at St Mark's Hall following the Fire Risk Assessment, and that efforts were continuing to secure a third quotation in accordance with the Council's Financial Regulations. Following a discussion, it was agreed that the Clerk continue to seek a third quotation to enable the matter to progress as quickly as possible.

At 6.55 pm, Cllr Edmunds returned and rejoined the meeting.

10/25

Parish Rooms

10/25.1 To receive the Fire Risk Assessment report for the Parish Rooms and Action Plan

The Fire Risk Assessment Report for the Parish Rooms, together with the associated Action Plan, was received and considered. Members noted that the assessment was generally positive, with only a small number of minor remedial actions identified.

The Clerk advised that work is already underway to address the recommendations contained within the report. Following discussion, it was agreed that an updated Action Plan be presented to the next meeting to enable Members to monitor progress against the identified actions.

11/25

**IT Support
11.25/1**

To receive an update from the Clerk in respect of the implementation of the Managed IT service

The Clerk reported that the migration to the Council's new managed IT Service provided by Cloudy IT has been successfully completed. Members were advised that their Council emails accounts had also been transferred to the new system.

The Clerk requested Members notify her of any issues experienced in accessing their email accounts or using the new system so that these could be addressed promptly.

12/25

Policies/Documents

12.25/1 To receive the draft Risk Management Schedule Policy and agree to set up a Working Party to review the policy. Members received and considered the draft Risk Management Policy. Following discussion, it was agreed that Cllrs Hubbard and Nash, together with the Clerk would undertake a further review of the draft policy and prepare a revised draft for consideration at the next meeting. Subject to Members' approval, the policy would then be recommended to Full Council for adoption.

12.25/2 To receive the amended Information and Technology Policy and recommend ratification of the policy to Full Council.

The amended Information and Technology Policy was received. Following discussion, Members recommended

adoption of the Information and Technology Policy at the next Full Council meeting.

12.25/3 To receive the amended Reserves Policy and recommend ratification of the policy to Full Council.

The amended Reserves Policy was received. Following discussion, Members recommended the adoption of the Reserves Policy at the next Full Council meeting.

13/25 Planning Applications

Planning Reference	26/00416/FUL
Applicant:	Mr Stephen Johnson
Location:	Rumsey House, Locks Hill, Rochford
Description:	Change of use of Units 3 & 4 Rumsey House from office accommodation (Class E(g)) to a day opportunities centre for children and adults with learning disabilities.
Comment:	Members raised no objection to this application.

14/25 Date and time of next meeting

Wednesday, 21st October 2026 at 6.30 pm

The meeting closed at 7.10 pm