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## ROCHFORD TOWN COUNCIL

### Members of Rochford Parish Council

You are hereby summoned to attend the Full Council meeting of Rochford Town Council to be held on **Wednesday, 28<sup>th</sup> October 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**  
**22<sup>nd</sup> October 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 in respect of items on this agenda.
- 3. Minutes of the Previous Meeting**  
To receive and approve the minutes of the Full Council meetings held on Wednesday, 30<sup>th</sup> September 2026.
- 4. 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)**
- 5. To receive reports from County/District Councillors (maximum of 10 minutes, Chairman only to reply)**
- 6. Clerk's Report (Verbal)**  
To receive a report from the Clerk and Responsible Financial Officer.
- 7. Correspondence**  
To receive and consider correspondence from Mr Pryor regarding independent scrutiny of the Local Plan and to determine whether any further action is required.

**8. To receive a verbal report from Councillors of Rochford Town Council on activities undertaken since the last meeting**

**9. Strategic and Action Plan**

To receive an update on the progress of the Strategic Plan.

**10. Finance**

**10.1** To receive the bank reconciliations for September 2026.

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

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

**10.4** To consider the purchase of a new laptop and agree whether to delegate authority to the Clerk to proceed within an agreed budget.

**11. St Mark's Hall**

To receive an update from the Clerk on the works that have been carried out at St Mark's Hall.

**12. Community Projects**

**12.1** To receive an update on the Christmas Market, Christmas Festival and Tractor Run

**13. General Purposes**

**13.1** To receive the draft minutes of the meeting held on Wednesday, 7<sup>th</sup> October 2026.

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

**14.1** Rochford Hundred Association of Local Councils – Meeting held on Thursday, 15<sup>th</sup> October 2026

**14.2** Old Peoples Welfare Committee

**14.3** London Southend Airport Consultative Committee

**15. Councillor/Clerk/Employee Training**

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

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

**16. Planning Applications**

| <b>Planning Reference</b> | <b>Applicant</b>   | <b>Location</b>                  | <b>Description</b>                                                                                                                                                                                            |
|---------------------------|--------------------|----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 26/00244/LBC              | Mr Michael Simpson | 19 South Street, Rochford, Essex | Town and Planning Act 1990 Appeal Under Section 78. Full Planning Application and Listing Building Consent. Council to consider whether it wishes to make comments/modify or withdraw previous representation |

**17. Date and time of next meeting**

To note the next meeting of the Council will be held on Wednesday, 25<sup>th</sup> November 2026 at 7.30 pm at the Parish Rooms, Rochford.

**18. 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’***

**19. Staffing Matters**

To receive an update from the Clerk regarding staffing matters and consider any action required.

**20. St Mark’s Hall**

To receive a report from the Clerk about St Mark’s Hall and to agree next steps in regard to preparation of the lease for St Mark’s Hall