



Minutes of the Plaistow and Ifold Parish Council's Finance Committee held on Tuesday 29th July 25 at 19.30 at the Winterton Hall, Plaistow.

Attendees **Parish Councillors:** Phil Colmer (Chair); Rick Robinson; Nicholas Taylor; Andrew Woolf; Paul Jordan. No members of the public.
Jane Bromley Parish Council Clerk.

F/25/21 **Apologies for absence:** No apologies.

F/25/22 **Disclosure of interests:** None.

F/25/23 **Minutes:** **RESOLVED** as approved the [Minutes of the Finance Committee meeting held on 3rd April 2025](#) as an accurate account and authorised the chair to sign them via Secured Signing in accordance with Standing Order 12(g).

F/25/24 **Public participation:** No speakers.

F/25/25 Quarter 1 Finances:

Recommendation: - To consider the 2025/26 Budget Forecast Comparison spreadsheet at Quarter 1 (End of Year).

RESOLVED to approve the Budget Forecast Comparison for 25/26 for recommendation to Full Council. Grant credits and bank interest balancing the extra expenditure for tree works and pond fencing. With a reduced deficit for the year of £16675.70 form £16890.70.

The lack of major projects coming through was discussed and the possibility in the event that there were none of reducing the precept requirement. The Chair pointed out that there was currently a deficit of £16675.70 with the current precept and no major projects coming through to reduce the precept would increase this deficit and reduce the general reserves which it had been necessary to build up on the advice of the auditor.

F/25/26 **Preparations for 25-26 Audit:**

1. Recommendation: - To note the additional requirements for the 25/26 audit year regarding ¹- SAPP Assertion 10 and recommend a path to compliance to Plaistow and Ifold Parish Council:

Requirement	Mitigation in place	Action required
1. Council owned domain names for website and email	-pc.gov.uk domain name and emails owned.	In place. Multi Factor Login highly desirable. See IT Policy.

2. Website accessibility compliance with WCAG 2.2 AA and Public Sector Bodies 2018 Accessibility Regulations	Accessibility Statement dated 2020 published on website confirms	Clerk has updated this statement and checking compliance using pdfs for minutes with TEEC as “web forms” are more accessible. Clerk to progress and report back.
3.IT Policy for smaller authorities	None	See attached IT policy for review and recommendation to Full Council in September.
<p>4. Proper data protection practices in place.</p> <ul style="list-style-type: none"> - Complying with UK GDPR and Data Protection 2018 as well as Freedom of Information Act 2000. Transparency Code. - Processing of personal data (any information that can be used to identify someone) in line with ². Seven Data Protection Principles - Understand Role of Data Controller (decide the who what where and why , in relation to personal data) and Data Processor (works on and with the data). 	<p>Policies in place, and recently reviewed (2024 & 2025). GDPR (See attached update to UK GDPR for data protection policy) no references in our policy as they involves immigration and National security wording and nothing applicable to the PC), Publication Policy, Freedom of Information, Public Privacy, Cyber Security Policy.</p>	<ul style="list-style-type: none"> -Carried out a data protection audit for review by Satswana as last year, mapping personal data being processed and carry out data risk assessments. -Provide training for staff- Clerk to undertake training midday on 9th September 25 with event brite at no cost. -Review Policies annually or if any particular event occurs.

¹. [Smaller Authorities' Proper Practices Panel SAPP Assertion 10:](#)

The key requirements are:

1. Council-owned domain names for websites and email
2. Website accessibility compliance with WCAG 2.2 AA

3. IT policies for all smaller authorities
 4. Proper data protection practices:
 - Comply with UK General Data Protection Regulation (UK GDPR) and Data Protection Act 2018
 - Process personal data lawfully, fairly, and in line with UK GDPR principles
- Recognise their roles as both a Data Controller and a Data Processor. A data controller determines the purposes and means of the processing of personal data. A processor engages in personal data processing on behalf of the controller.

Seven Data Processing Principles for Lawfulness, fairness, and transparency.

Purpose limitation.

Data minimisation.

Accuracy.

Storage limitation.

Integrity.

Confidentiality.

Accountability

RESOLVED as noted and approved.

2. Recommendation: To approve for recommendation to the Parish Council to adopt the updated GDPR Policy to [UK GDPR](#), although no other changes are necessary as changes on leaving the EU relate to National Security and Immigration, and the [IT Policy](#).

RESOLVED to approve the recommendation of the UK GDPR and IT Policy to Full Council and in addition. On the advice from TEEC to purchase PDF Suite pro at an additional annual subscription cost of £69 which could check individual documents for accessibility before being loaded onto the website.

F/25/27 External Audit 24/25:

Recommendation: to note the finalisation of the audit process for 24/25 and the [External Audit Report](#) with no actions to report to be reported to Full Council in September.

RESOLVED as noted.

F/25/28 Internal Auditor 25/26

Recommendation: to recommend to the Parish Council the appointment Mike Platten of April Skies as Internal Auditor for 25/26 being his third year with the Parish Council, the appointment in line with his Terms £470 net (£455 net 24/25). See attached.

RESOLVED to recommend to Full Council the engagement of April Skies Mike Platten as Internal Auditor for 2025/2026.

F/25/29 [CDC Grant Offer Acceptance Agreement](#)

Recommendation: To authorise the Clerk to sign the agreement for the grant for £765 towards the purchase of the Picnic Bench, Bench and Bin.

RESOLVED as approved to give authority to the Clerk to sign the agreement for a grant for £765 from CDC for Play area equipment.

F/25/30

Kelsy Hall Play Area

Recommendation: To authorise the Clerk to purchase the picnic bench, bin and bench as set out in the links provided below:

[Picnic Table](#) £920 no fixing free delivery

[Bench](#) £183 incl fixing plus £50 delivery

[Bin](#) £153.95 with fixing

Plus: contractor costs for installation est. £265

Total £1571.95

Less Grant £765

Balance £806.95

Budget 25/26 £22269 spent to date £20938 Available £1331

RESOLVED to authorise the Clerk to purchase the equipment as set out above.

F/25/31

Meeting Dates

- End of Qrt.2 Finance Committee Meeting – **5th November 25 7pm** ahead of planning, Winterton Hall.
- Budget 26-7 Working Group and 3rd Quarter **7th January 26 7.30pm** Winterton Hall.
- Budget and 3rd Quarter Finance Committee **14th January 26 7pm** ahead of Full Council meeting Winterton Hall.
- Quarter 4 and Audit Finance Committee **8th April 26 7.30pm** Kelsey Hall.

The meeting closed at 8.20pm