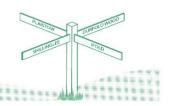
PLAISTOW AND IFOLD PARISH COUNCIL



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	-pc.gov.uk	In place. Multi Factor Login
website and email	domain name	highly desirable. See IT
	and emails	Policy.
	owned.	

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

^{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 <u>UK GDPR</u>, although no other changes are necessary as changes on leaving the EU relate to National Security and Immigration, and the <u>IT Policy</u>.

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