



Notice of Meeting of the Finance Committee

To: All Members of the Finance Committee

I hereby give you notice that a meeting of Plaistow and Ifold Parish Council's Finance Committee will be held on **Tuesday 29th July 25** at **19.30** at the **Winterton Hall, Plaistow**. All Members of the Committee are hereby summoned. **Members of the Press and Public are welcome to attend in person.**

Dated: 24th July 25

Yours faithfully

J Bromley

Jane Bromley Clerk & RFO to the Council

BUSINESS TO BE TRANSACTED

This agenda, Clerk's Report and appendices can be found on the Parish Council's website: www.plaistowandifold-pc.gov.uk | Contact the Clerk for hard copies: clerk@plaistowandifold-pc.gov.uk

- | Number | Item |
|--------|--|
| 1. | Apologies for absence
Recommendation: - To receive apologies for absence. |
| 2. | Disclosure of interests
Recommendation: - To deal with any disclosure by Members of any disclosable pecuniary interests and interests other than pecuniary interests, as defined under the Plaistow and Ifold Parish Council Code of Conduct and the Localism Act 2011, in relation to matters on the agenda. |
| 3. | Minutes
Recommendation: - To note the approval of the Minutes of the Finance Committee meeting held on 3rd April 2025 |
| 4. | Public participation
Recommendation: - To receive and act upon, if considered necessary by the Committee, comments made by members of the public. Representations can be made either in person, or in writing provided they were sent via email to the Clerk no later than 4pm 29 th July 2025. Public Participation shall not exceed 10 minutes, unless directed by the Chairman. A speaker is limited to 5 minutes. |
| 5. | Quarter 1 Finances:
Recommendation: - To consider the 2025/26 Budget Forecast Comparison spreadsheet at Quarter 1 (End of Year). |

6.

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.
4. Proper data protection practices in place. - 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).	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),	-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 9 th September 25 with event brite at no cost. -Review Policies annually or if any particular event occurs.

	Publication Policy, Freedom of Information , Public Privacy , Cyber Security Policy .	
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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.

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

- 1) Purpose limitation.
- 2) Data minimisation.
- 3) Accuracy.
- 4) Storage limitation.
- 5) Integrity.
- 6) Confidentiality.
- 7) Accountability

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](#).

7. **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.

8. **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.

9. [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.

10. **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

11. **Meeting Dates**

- End of Qrt.2 Finance Committee Meeting - 11th Nov 2025, 7.30pm, Winterton Hall.
- Budget 26-7 Working Group 16th December 25 7.30pm Kelsey Hall.
- Budget and 3rd Quarter 7th January 26 7.30pm Winterton Hall.
- Quarter 4 and Audit 8th April 26 7.30pm Kelsey Hall.