

STRATFIELD SAYE PARISH COUNCIL

APPENDIX B – Draft Privacy Statement

Stratfield Saye Parish Council Parish Council
Privacy Statement

This notice provides information on how we collect, use and keep personal information. We are required to collect and use your personal information to provide services. Most of the services we provide are statutory. This means there will be legislation in place which will set out what information we need from you and what we can do with it. In some cases, you will need to provide us with information because you want to enter a contract with us.

1. Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

2. Who are we?

Stratfield Saye Parish Council is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

3. How do we process your personal data?

Stratfield Saye Parish Council complies with its obligations under the "GDPR" by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data. We use your personal data for the following purposes: -

- To carry out our legal duties and obligations as a Parish Council
- To manage our employees and volunteers;
- To maintain our own accounts and records
- To inform you of news, events, and activities in the parish.

4. What is the legal basis for processing your personal data?

Explicit consent of the data subject so that we can keep you informed about news, events and activities. Processing is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement. Processing is carried out ensuring there is no disclosure to a third party without consent.

5. Sharing your personal data

Your personal data will be treated as strictly confidential. In some cases, we will share your data with other organisations. We will only do this where we have a lawful

reason to. When we collect your data, we will let you know who we will share it with.

6. How long do we keep your personal data?

We will endeavour to keep data only for as long as we need it. This means that we will delete it when it is no longer needed. However, we will keep some records permanently if we are legally required to do so. We may keep some other records for an extended period of time. For example, it is currently best practice to keep financial records for a minimum period of 8 years to support HMRC audits or provide tax information. We may have legal obligations to retain some data in connection with our statutory obligations as a public authority.

7. Your rights and your personal data

You can ask to see what data we hold about you and ask to be sent a copy. This is called a Subject Access. This will be free of charge unless there is a lot of work or a lot of photocopying or postage, which we are allowed to charge a reasonable fee for.

You can also ask us to:

- Correct your data if you think it is wrong
- Stop using your data if you think we should no longer be using it
- Stop using your data if you think it is inaccurate, until it is put right
- Ask that no automated processing takes place with your data
- Ask for any automated portable electronic data file we hold on you to be sent to another organisation
- Consider any complaint you have about how we have used your data

8. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

9. Contact Details

To exercise all relevant rights, queries or complaints please in the first instance contact the Clerk to Stratfield Saye Parish Council

Oakridge
New Street
Stratfield Saye
Reading
RG7 2EJ
clerk@stratfieldsaye-pc.gov.uk
Tel: 07771 727547

If you are unhappy with how the Parish Council has answered your complaint, you can contact the Information Commissioner's Office at

Wycliffe House,
Water Lane,
Wilmslow,
Cheshire.
SK9 5AF

<https://ico.org.uk/global/contact-us/email/> Tel: 0303 123 1113

Date approved

Minute number

Date for review

STRATFIELD SAYE PARISH COUNCIL

APPENDIX C – Payments made

TO	ITEM	DATE	AMOUNT - £
SSE	Invoice	2 nd October 2025	51.42
Service Charge	Santander	3 rd October 2025	4.25
BDO	Invoice	13 th October 2025	252.00
Bibby	Invoice	13 th October 2025	130.00
SSE	Invoice	13 th October 2025	13.25
Bibby	Invoice	29 th October 2025	130.00
Castle Water	Invoice	29 th October 2025	12.88
SSPC	Transfer	29 th October 2025	6192.50
Service Charge	Santander	3 rd November 2025	4.25
SSE	Invoice	10 th November 2025	53.24
Castle Water	Invoice	10 th November 2025	16.20
James Christmas	Gift	10 th November 2025	50.00
Vision ICT	Invoice	10 th November 2025	20.00
HCC	Invoice	10 th November 2025	984.00
ICO	Subscription	24 th November 2025	47.00
		TOTAL	7960.99

Payments received

FROM	ITEM	METHOD	AMOUNT
R. McKeller	Gift - traffic survey	Bank transfer	820
BDBC	CIL	Bank transfer	6192.50
		TOTAL	7012.50

STRATFIELD SAYE PARISH COUNCIL

APPENDIX D - Payments to be made before next meeting

FROM	ITEM	INVOICE No	METHOD	AMOUNT
Louise Webb	Expenses	Display stand	Bank Payment	10.99
Louise Webb	Expensess	Poppies - wreath and lamp posts	Bank Payment	114.99
			TOTAL	£125.98

From: Poppy Shop UK, poppyshop@britishlegion.org.uk
Subject: We've got your order, 12002308561
Date: 17 October 2025 at 11:16
To: louise.webb@me.com



Order # 12002308561
10/17/2025

Dear Matthew,

Thank you for purchasing from the Poppy Shop. Every order directly supports our Armed Forces community, with 100% of the profits supporting the work of the Royal British Legion.

We're getting your order ready for dispatch and will let you know when it's on its way.

[View your order](#)

Order summary



Medium Poppy Wreath (Type B) x 1 £19.99



Free Leaflet x 1 £0.00



Large Poppy - Pack of 20 x 1 £95.00

Subtotal	£114.99
UK Free Delivery	£0.00
VAT	£19.16
Total	£114.99

Payment Information

 Paypal £114.99

LOUISE PEARSON
 OAKRIDGE, NEW STREET STRATFIELD SAYE
 READING, BERKSHIRE, RG7 2EJ
 GB

Paid

Payment reference ID 9Y2ZZM0COR01
 Sold by XiaMen MoMeng XinXiJiShu YouXianGongSi

Invoice date 20.10.2025
 Invoice # DS-AEU-INV-GB-2025-579381063
 Total payable £10.99

VAT declared by Amazon EU S.a.r.L.
 VAT # GB727255821

For customer support visit www.amazon.co.uk/contact-us

Billing address

Louise Pearson
 OAKRIDGE, NEW STREET STRATFIELD SAYE
 READING, Berkshire, RG7 2EJ
 GB

Delivery address

Mr Matt Webb
 OAKRIDGE NEW STREET
 STRATFIELD SAYE, RG7 2EJ
 GB

Sold by

XiaMen MoMeng XinXiJiShu YouXianGongSi
 HongWenWuLi61Hao215Shi
 XiaMenShi, SiMingQu, FuJianSheng, 361000
 CN

Order information

Order date 19.10.2025
 Order # 026-5701248-0631519

Invoice details

Description	Qty	Unit price (excl. VAT)	VAT rate	Unit price (incl. VAT)	Item subtotal (incl. VAT)
Jucoan 2 Pack 15 Inch/38cm Iron Display Stand, Large Black Easel Plate Holder Stand for Displaying Pictures Frame, Plates, Books Arts, Home Decor B08LTKWX5Y ASIN: B08LTKWX5Y	1	£9.16	20%	£10.99	£10.99
Shipping Charges		£0.00		£0.00	£0.00

Invoice total £10.99

VAT rate	Item subtotal (excl. VAT)	VAT subtotal
20%	£9.16	£1.83
Total	£9.16	£1.83

Amazon encourages customers to help protect the environment by recycling old or unwanted electrical products. Find out where you can recycle them at recycle-more.co.uk

LU-BIO-04

Amazon EU S.à r.l. - 38 avenue John F. Kennedy, L-1855 Luxembourg
 R.C.S. Luxembourg: B 101818 • Share Capital: 37,500 EUR

VAT declared by Amazon

STRATFIELD SAYE PARISH COUNCIL

APPENDIX E – Current Financial Situation

12:27

100

← **COMMUNITY ACCOUNT - 0654** ⓘ ...
£7,240.79

🔍 Search

September

October

November

29 Oct 25		£7,595.48
STRATFIELD SAYE PA		- £6,192.50
29 Oct 25		£13,787.98
CASTLE WATER		- £12.88
29 Oct 25		£13,800.86
BIBBY COMMERCIAL F		- £130.00
27 Oct 25		£13,930.86
BASINGSTOKE & DEAN		+ £6,192.50
13 Oct 25		£7,738.36
SSE ENERGY SOLUTIO		- £13.25
13 Oct 25		£7,751.61
BIBBY COMMERCIAL F		- £130.00
13 Oct 25		£7,881.61
BDO CO LTD		- £252.00
03 Oct 25		£8,133.61
SERVICE CHARGES		- £4.25
02 Oct 25		£8,137.86
SSE ENERGY SOLUTIO		- £51.42

In		+ £6,192.50
Out		- £6,786.30



Home



Apply



Payments



Support



Cards

12:25

100

← **COMMUNITY ACCOUNT - 0654** ⓘ ...
£7,240.79

🔍 Search

October November

24 Nov 25	£7,240.79
ICO	- £47.00
10 Nov 25	£7,287.79
HAMPSHIRE COUNTY C	- £984.00
10 Nov 25	£8,271.79
VISION ICT	- £20.00
10 Nov 25	£8,291.79
JMES CHRISTMAS	- £50.00
10 Nov 25	£8,341.79
CASTLE WATER	- £16.20
10 Nov 25	£8,357.99
SSE ENERGY SOLUTIO	- £53.24
03 Nov 25	£8,411.23
SERVICE CHARGES	- £4.25
03 Nov 25	£8,415.48
R MCKELLAR	+ £820.00

In		+ £820.00
Out		- £1,174.69

STRATFIELD SAYE PARISH COUNCIL

APPENDIX F - Bank Reconciliations

BANK RECONCILLIATION FOR THE MONTH OF OCTOBER 2025

LLOYD'S BANK BALANCE AS AT	31/10/2025	7595.48
MINUS UNREPRESENTED CHEQUES		<u>0</u>
		7595.48
ADD INCOME NOT YET BANKED		<u>0</u>
TOTAL		7595.48

CASH BOOK RECONCILLIATION

BALANCE PER CASH BOOK IS		7595.48
DIFFERENCE EXCLUDING ADJUSTMENTS IS		<u>0</u>
UNRECONCILED DIFFERENCE IS		<u>0</u>

BANK RECONCILLIATION FOR THE MONTH OF NOVEMBER 2025

LLOYD'S BANK BALANCE AS AT	30/11/2025	7240.79
MINUS UNREPRESENTED CHEQUES		<u>0</u>
		7240.79
ADD INCOME NOT YET BANKED		<u>0</u>
TOTAL		7240.79

CASH BOOK RECONCILLIATION

BALANCE PER CASH BOOK IS		7240.79
DIFFERENCE EXCLUDING ADJUSTMENTS IS		<u>0</u>
UNRECONCILED DIFFERENCE IS		<u>0</u>

****Balance of Instant Access Savings Account at 30/11/25 is £17,618.42****

STRATFIELD SAYE PARISH COUNCIL

APPENDIX G - Draft Precept Budget for 2026/202

STRATFIELD SAYE ESTIMATED EXPENDITURE APRIL 2026 TO MARCH 2027

Cash Book prediction 1.4.26

5,740.00

Current bank balance

7240

LESS amount to be spent this yr

1500

5740 TOTAL

EXPENDITURE	Actual Costs 2023-24	Actual Costs 2024-25	Budget 2025-26	Estimate for 2026/2027	NOTE
Electricity	600	400	400	400	no change
Water	150	165	165	165	no change
Defibs	0	0	0	592	pads and batteries x 2
Sewage	200	200	200	200	Needs emptying after work
Defib cabinet	0	0	0	525	for new defib
Fire Extinguisher Inspection	190	200	220	200	reduction - 10%
Pest Control	300	0	0	0	
Grass cutting	720	780	840	1375	new service provider + 10%
Hall hire	200	160	280	280	2 x extra meetings
Expenses/postage	100	25	25	25	Nominal
Coffee Mornings	130	130	130	130	No change
Chairman Allowance	50	50	50	50	No change
Insurance	977	1100	1210	1210	no change
Internal auditor	215	230	260	330	Actual figure paid + 10%
Vision ICT	500	600	500	500	no change
Subscriptions	263	400	350	500	HALC, ICO + planning AI
service charges bank a/c				50	new charge from Santander

