**Minutes of a meeting of the Finance and Personnel Committee**

**Held at All Saints’ Church, London Road, Ascot SL5 8DQ**

**On Tuesday, 06 July 2021 at 7:00pm**

**Members Present:** Councillors A Sharpe (Chairman), B Hilton (Vice Chairman), P Deason, M Finch, R Wood.

**In attendance:** Helen Goodwin, Clerk to the Council.

**7953 APOLOGIES FOR ABSENCE**

 Apologies were received from Cllr L Davison.

**7954 DECLARATIONS OF INTEREST**The chairman asked to receive any Declarations of Interest in accordance with the adopted Code of Conduct. None were received.

**7955 MINUTES**The minutes of the Finance and Personnel Committee held on 18 May 2021 were approved as a correct record and signed as such.

**7956 STAFF DEVELOPMENT REVIEW**

The Chairman explained the Development Review that had taken place and highlighted the extra work that the Clerk had undertaken as a result of the pandemic and the increased hours which will be required to enable her to carry out the accounts function as well as the CiLCA training. In addition, she noted the good performance of the assistant clerk who has taken on more responsibility and grown into her new role over the last year. The proposal was made to award the officers an increase in line with the NJC agreed level when it is advised, provided it does not exceed inflation. Such award to be backdated to April 2021. The motion was proposed by Cllr Hilton, seconded by Cllr Deason, and all were in favour.

**7957 PROPOSAL FOR ADMINISTRATION ASSISTANT**

There was discussion regarding the roles of the parish officers and where the position would be advertised. It was noted that there is a large increase in hours compared with the number of hours being worked by officers a year ago and this would result in a considerable extra spend which hasn’t been budgeted for. It was pointed out that Sunninghill & Ascot is a large parish that requires adequate resourcing and it was suggested that, when budgeting for next year, the precept should be set so as to provide the necessary funds to allow for the necessary level of staffing. The motion to recruit an administration assistant was proposed by Cllr Finch and seconded by Cllr Deason, all were in favour.

**7958 SERVER UPGRADE**

The clerk reported that the current NAS-BOX storage system is no longer working, which is causing issues with working arrangements as well as being a security concern. All agreed that the way forward was to migrate the system to Microsoft Sharepoint and the proposal to accept the quote to do this from GP Computers was passed unanimously.

**7959 FINANCIAL REPORT**

Cllr Wood presented the financial report for the months of April and May 2021. He explained that at this stage in the year, as not all the income and expenditure is evenly spread, anomalies may occur. 50% of the precept has been received already so, although other income such as pitch fees, hanging basket income and burial fees are proportionately well behind plan, reserves continue to grow to cover future expenses. Overall there is no area of particular concern.

**7960 COMMITTEE TERMS OF REFERENCE**

A revised Committee Terms of Reference was discussed and, with some amendments made, agreed to be recommended to full council for adoption.

**7961 ANY OTHER BUSINESS**

There were no other business matters discussed.

There being no further business, the Chairman closed the meeting at 8.25pm.

Councillor Allison Sharpe, Chairman