

**Minutes of the Finance and Personnel Committee held on Tuesday 29th July 2025 at
7.00pm in the Community Room, Ascot Durning Library, High Street, Ascot SL5 7JF**

Members Present: Cllr A Sharpe, (Chairman), Cllr B Hilton (Vice Chairman), Cllr L Davison West,
Cllr R Gregory, Cllr C Richardson and Cllr R Wood.

In attendance: Miss Esther Cope, Clerk/RFO

9091. CHAIRMANS WELCOME

The Chairman welcomed those present to the meeting, reminding them that all mobile devices should be switched to silent for the duration of the meeting.
Members were reminded of the fire safety regulations for the venue of the meeting.

9092. TO NOTE APOLOGIES FOR ABSENCE

None received.

9093. DECLARATIONS OF INTEREST AND DISPENSATIONS

None received.

9094. MINUTES FROM PREVIOUS MEETINGS

The Chairman advised that the correct minutes for approval were those dated 11th February 2025, not 20th November 2024 as incorrectly stated on the agenda. The Clerk apologised for the administrative error and confirmed that the minutes of 11th February 2025 were presented for approval at this meeting.

Approved by all.

9095. PUBLIC FORUM

There being no members of the public present the meeting continued without adjournment.

9096. FINANCE UPDATE

Cllr Wood advised that the accounts to 31st March 2025 remained in draft format, pending responses to outstanding queries raised with the Bookkeeper.

Action: The Clerk to contact Helen Goodwin to obtain a response to the outstanding queries and report back to Cllr Wood, who will present the updated accounts at the next meeting.

The committee acknowledged receipt of the Internal Audit Report (Final) for FY2024/25, with the Chairman noting that, due to the postponed Finance & Personnel Committee meeting scheduled for 11th March 2025, the report had instead been presented to Full Council on 8th July 2025.

The Clerk advised that a report would be brought to the committee once the internal auditor's recommendations had been addressed.

Cllr Wood provided a summary of the Quarter 1 accounts for the period 1st April to 30th June 2025.

It was approved for the funds held in the Lloyds 'Blythewood' account to be transferred to the Council's current account held with Lloyds or other suitable interest account, noting that monies held for Blythewood-related expenditure are ringfenced within the accounts.

Further to an email from Cllr Richardson, Cllr Davison West requested that the Clerk include a budget report and a discussion regarding officer time allocated to projects on the agenda for the next Leisure and Cultural Committee meeting.

Action: Clerk to add request to the agenda.

9097. COUNCILLOR TRAINING

The Clerk invited Councillors to consider opportunities for training and improvement.

It was noted that historically some councillors had failed or found it difficult to attend training due to other commitments. After discussion it was approved to investigate the provision of first-aid training for councillors and residents.

The Clerk offered to host 1/2hr bitesize councillor sessions training prior to full council meetings. Topics not limited to, but to include policies and procedures and updates.

Approved by all.

9098. DATE OF THE NEXT MEETING

The Chairman advised that the next meeting was scheduled for Tuesday 9th September 2025, not Wednesday as incorrectly stated on the agenda. The Clerk apologised for the administrative error.

Venue: TBC

There being no members of the public present the Chairman moved to confidential session without adjournment.