

**CITY OF ELY COUNCIL
PERSONNEL, FINANCE AND GOVERNANCE COMMITTEE
MINUTES OF A VIRTUAL MEETING HELD AT 7.00 PM ON
1ST MARCH 2021**

PRESENT:

Cllr A Whelan
Cllr S Austen
Cllr C Phillips

Cllr E Carlsson Browne
Cllr M Downey

Cllr C Whelan
Cllr R Morgan

1. APOLOGIES

Apologies were received from Cllrs Every and Lindsay, although they are not members of the Committee.

2. DECLARATIONS OF INTEREST

There were no declarations of interest.

3. MINUTES OF THE LAST PERSONNEL, FINANCE AND GOVERNANCE COMMITTEE MEETING (HELD ON THE 18TH JANUARY 2021) & MATTERS ARISING

Minutes of the last Personnel, Finance and Governance Committee meeting held on the 18th January 2021, were agreed and were taken as signed by the Chairman, as a true record. Pages PFG 91, 92 and 93 refer.

Matters arising:- Page 92, item 12 – The Clerk informed members of concerns that had been raised with her regarding this and a further discussion was had regarding Working Groups meeting more often and being proactive. It was suggested by the Clerk that they could pre-set their meeting dates, which would ensure they met more often. It was agreed that if they do not pre-set their meeting dates, they must always ensure that they set the next meeting date at the end of the meeting and must always have one in the diary.

4. TO CONSIDER AND NOTE UPDATED REPORT DETAILING FINANCIAL LOSSES TO THE COUNCIL IN RELATION TO COVID-19

Members noted the updated report up to the 31st January 2021, detailing the financial losses to the Council in relation to Covid-19, produced by the Clerk. There is still a substantial impact on the Council's finances, with an approximate, current loss of £123,971. The Clerk will continue to update the report on a regular basis.

5. BUDGET UPDATE

Members noted the budget update, dated the 22nd February 2021. The Clerk informed members, emails had been sent to all furloughed staff, updating them of the current situation and when they will be expected to return to work. Members agreed that staff will be supported on their return to work. The quote for the new computer equipment for the office was approved.

6. TO CONSIDER GRANT APPLICATIONS FOR 2020/2021 PHASE II

Members considered the grant applications for phase II of the grant scheme for 2020/21. Recommendations of proposed grants to the next Full Council are attached to these minutes.

7. TO RECEIVE REPORTS FROM INTERNAL AUDITOR FROM HER VISIT ON THE 26TH JANUARY 2021

Members noted the reports for Sessions House and Oliver Cromwell's House from the Internal Auditor, following her visit on the 26th January 2021. The only action required was the checking of specific powers when awarding grants and the slight amendment to the Grant's Policy document regarding Section 137. This had already been undertaken and approved at the last Full Council meeting.

8. UPDATE FROM THE GOVERNANCE WORKING GROUP

Cllr C Whelan informed members the Governance Working Group had not met. They will meet again to undertake an annual review of the new Committee system and assess how well this has worked.

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COMMITTEE CHAIRMAN
13th April 2021

9. UPDATE FROM THE COUNCIL'S STRATEGIC PLAN WORKING GROUP

The draft Strategic Plan has now been circulated, by the Clerk, to all councillors for their comments. However, the Plan was drafted pre-covid, so there is now a lot of uncertainty regarding the contents.

10. UPDATE FROM CIL WORKING GROUP

Cllr Austen presented notes of a CIL Working Group meeting held on the 19th January 2021. It was agreed to recommend to the next Full Council meeting, the approval of the allocation of up to £30,000 from CIL funds, for a sensory garden at Ely Cemetery.

11. UPDATE FROM THE INCLUSIVITY WORKING GROUP

Cllr Phillips informed members the Inclusivity Working Group had not met, but will move forward as soon as it can and will meet before the next Personnel, Finance & Governance Committee meeting. Cllr C Whelan had posted on the Council's Facebook page information regarding LGBT history month in February. Members agreed the Council should support these months of recognition.

12. UPDATE FROM THE COVID-19 WORKING GROUP

The Covid-19 Working Group had not met.

13. YOUTH STRATEGY WORKING GROUP UPDATE

There had been no meeting of the Youth Strategy Working Group. Cllr C Whelan confirmed she had emailed a poster to all Ely schools, regarding involving the schools in encouraging students to submit written accounts of their experiences during the pandemic. It was hoped these could be displayed at either Sessions House or the Maltings.

14. COMMUNICATIONS/PR

The Council's article in the next edition of the Elyi had now been finalised.

15. UPDATE ON THE ANNUAL REVIEW OF THE COUNCIL'S RISK ASSESSMENTS

The Clerk informed members, all risk assessments had been reviewed and signed off.

16. HEALTH AND SAFETY ISSUES

There were no health and safety issues to report.

17. PERSONNEL ISSUES

There were no personnel issues to discuss.

18. ANY OTHER BUSINESS

The Clerk had provided members of details regarding the renewal of the CAPALC annual subscription. It was agreed to recommend to the next Full Council meeting that this be renewed for a further year, but membership would be reviewed on an annual basis.

Cllr Morgan asked when the Council would return to normal meetings. The Clerk informed members that if the temporary legislation for virtual meetings was not extended, then it would be from the 7th May. If the Government's roadmap goes as plan, the Council could hold the Annual Council Meeting, in person, at the Maltings on the 17th May, following the set guidelines at that time. If meetings were to return to normal, they would have to be held at the Maltings, to ensure social distance was adhered to.

19. DATE OF NEXT MEETING

The next meeting will be on Tuesday 13th April 2021 at 7.00 pm.

The meeting was closed at 8.25 pm.

Due to enforced social distancing caused by the Coronavirus, this meeting took place by video communication, accessed by the Zoom meetings facility.

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COMMITTEE CHAIRMAN
13th April 2021