

**CITY OF ELY COUNCIL
PERSONNEL, FINANCE AND GOVERNANCE COMMITTEE
MINUTES OF A MEETING HELD AT 7.00 PM ON
11TH APRIL 2022 AT THE MALTINGS, SHIP LANE, ELY**

PRESENT:

Cllr A Whelan
Cllr C Whelan
Cllr E Every

Cllr M Rouse
Cllr R Morgan

Cllr C Phillips
Cllr V Ganivet

1. APOLOGIES

Apologies were received from Cllrs Lindsay and Austen.

2. DECLARATIONS OF INTEREST

There were no declarations of interest.

3. MINUTES OF THE LAST PERSONNEL, FINANCE AND GOVERNANCE COMMITTEE MEETING (HELD ON THE 28TH FEBRUARY 2022) & MATTERS ARISING

Minutes of the last Personnel, Finance and Governance Committee meeting held on the 28th February 2022, were agreed, and were signed by the Chairman, as a true record. Pages PFG 109, 110 and 111 refer.

There were no matters arising.

4. BUDGET UPDATE

Members noted the budget update for the period up to the 28th February 2022. There were no variants of concern. . Cllr Rouse asked if the underspend on the grants would be carried forward to the next financial year. The Clerk confirmed this would be.

5. UPDATE FROM THE GOVERNANCE WORKING GROUP

The notes of the meeting held on the 8th March 2022 were noted and agreed. The amendments to the Standing Orders regarding substitutes at meetings was discussed and revised Standing Orders will be proposed for acceptance at the next Full Council meeting. It was agreed that the Council will put information on its website and Facebook page about the elections in May 2023, early next year. This will be to inform the public of what is involved and hopefully encourage more individuals to stand. The Communications & PR Working Group will also discuss this and consider how to put this information out in the public domain.

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

There was no update from the Strategic Plan Working Group a meeting will be arranged shortly.

7. UPDATE FROM CIL SUB-COMMITTEE

Minutes from the CIL Sub-Committee meeting held on the 8th April were approved. The request from the Assets Committee for 20% community element, CIL funding for the refurbishment projects planned for the Malting were agreed to a value of £13,176.32. These included stage curtains, lighting upgrade, sound system upgrade, disabled toilet upgrade, urinals and water softener. Members also noted the CIL expenditure analysis update. Cllr Every suggested that CIL funding could possibly be used for upgrading of the Maltings Cottage if this was to be used for something that was for the community.

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COMMITTEE CHAIRMAN
30th May 2022

8. UPDATE FROM THE INCLUSIVITY WORKING GROUP

Minutes of the meeting held on the 14th February were approved. It was agreed to arrange unconscious bias training for councillors.

9. UPDATE FROM THE NORTH ELY HUB AND COMMUNITY WORKING GROUP

Cllr Every informed members this Working Group had not met. However, the next meeting will be open to all councillors as it is necessary to discuss the presentation from the last Full Council regarding the plans for the new community hub in the North of Ely. Cllr Every will be arranging the date of this meeting.

10. UPDATE FROM THE YOUTH WORKING GROUP

The Youth Working Group had not met.

11. COMMUNICATIONS/PR

This Group had not met, but Cllr C Whelan informed members that there will be another photography competition, the poster for which had already been circulated to members for comments. The theme will be 'Capture the Spirit of Ely during this Jubilee' The deadline for the competition will be the 31st July. The Youth budget of £500 will be used to fund the prizes. There will be an article as usual in the next edition of the Elyi Magazine. It will include information about the new defibrillators, piece from the Mayor and Deputy Mayor, information about the photography competition and an article regarding our recently deceased councillor, Arnie Arnold.

12. TO APPROVE THE RE-APPOINTMENT OF THE INTERNAL AUDITOR FOR THE FINANCIAL YEAR 2022/2023

Cllr A Whelan proposed the Council re-appoint the Internal Auditor for the financial year 2022/23. This was seconded by Cllr C Whelan and unanimously agreed.

13. HEALTH AND SAFETY ISSUES

There were no health and safety issues to raise.

14. PERSONNEL ISSUES

The Clerk requested formal approval of the appointment of the part-time Tourist Information Assistant, Mrs L Price. Cllr A Whelan proposed that this appointment be approved, which was seconded by Cllr Rouse and unanimously approved by all members of the Committee.

15. ANY OTHER BUSINESS

Computer/IT support – The Clerk informed members that the IT consultant used by the Council was no longer going to be providing this service. The Council had received a quote from a company at a cost of £2,224 for the first year. They will provide continuous support to the Council's 3 sites, but not individual councillors. Members felt this was an acceptable cost and unanimously approved their appointment.

ADeC Memorandum of Agreement – The Clerk informed members she had met with the Chief Executive of Babylon Arts to discuss the agreement for 2022/23. They were happy with the current terms but had requested the Council allow them a further 4 full days use of the whole of the Maltings for live theatre events. This would increase the community use of the building. Members agreed to this request in principle, but it will be recommended for approval at the next Full Council meeting.

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COMMITTEE CHAIRMAN

30th May 2022

15. ANY OTHER BUSINESS CONTINUED

The Clerk informed members the Tourism & Town Centre Manager had raised with the Clerk whether permanent staff members at OCH could be paid for events. Currently contracts state that all extra time is to be taken as time-off-in-lieu. Members considered this request and there were concerns regarding this. It was agreed that the Clerk would look at the events this could be applicable to and provide costings for this. This will be discussed further at the next meeting.

The Clerk also informed members that the process for finding a replacement for the current Town Crier when she retires in June, will be commencing shortly. It will be advertised on Facebook and the Council's website, as well as through Visit Ely and the press.

Cllr Ganivet gave her apologies for the next meeting.

16. DATE OF NEXT MEETING

The next meeting will be on Monday, 30th May 2022 at 7.00 pm.

The meeting closed at 8.35 pm.

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COMMITTEE CHAIRMAN
30th May 2022