

**CITY OF ELY COUNCIL
PERSONNEL, FINANCE AND GOVERNANCE COMMITTEE
MINUTES OF A VIRTUAL MEETING HELD AT 7.00 PM ON
18TH JANUARY 2021**

PRESENT:

Cllr E Carlsson Browne, Chaired meeting
Cllr I Lindsay

Cllr C Whelan
Cllr E Every

Cllr S Austen
Cllr C Phillips

1. APOLOGIES

Apologies were received from Cllr A Whelan and Cllr Downey. In Cllr A Whelan's absence, Cllr C Whelan proposed Cllr Carlsson Browne chaired the meeting. This was seconded by Cllr Austen and all three members agreed. Cllr Carlsson Browne took the Chair.

2. DECLARATIONS OF INTEREST

There were no declarations of interest.

3. MINUTES OF THE LAST PERSONNEL, FINANCE AND GOVERNANCE COMMITTEE MEETING (HELD ON THE 7TH DECEMBER 2020) & MATTERS ARISING

Minutes of the last Personnel, Finance and Governance Committee meeting held on the 7th December 2020, were agreed and were taken as signed by the Chairman, as a true record. Pages PFG 88, 89 and 90 refer. There were no matters arising.

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 December 2020, 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 £128,838. This will increase in January due to both the Maltings and OCH being closed for the whole of January. The Clerk will continue to update the report on a regular basis.

5. BUDGET UPDATE

Members noted the budget updated, dated the 31st December 2020. As discussed in item 4, income is still considerably less than would have been received over the same period as last year, but expenditure is also lower than normal.

6. UPDATE FROM THE GOVERNANCE WORKING GROUP

Cllr C Whelan informed members the Governance Working Group had not met. She will be arranging a meeting shortly.

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

Cllr A Whelan was supposed to be circulating the draft Strategic Plan to all councillors for their comments. This is still to be undertaken.

8. UPDATE FROM CIL WORKING GROUP UPDATE

Cllr Austen informed members the CIL Working Group had not met. She will be arranging a meeting shortly. The Clerk had requested members reconsider the agreed provision of defibrillators within the City as a new one had been provided on Lynn Road, close to where the Council had agreed to site one. These had been approved for CIL funding. Members agreed not to erect the one planned for Lynn Road, but to continue with the other 3 locations. The Clerk will obtain revised quotes for these.

9. UPDATE FROM THE INCLUSIVITY WORKING GROUP

Cllr Phillips informed members the Inclusivity Working Group had not met. Due to the current Covid-19 restrictions it was difficult to follow through with the agreed actions from the last meeting. However, once the groups and organisations in the City are allowed to meet again, they will be in touch with these and will report back in due course.

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COMMITTEE CHAIRMAN
1st March 2021

10. UPDATE FROM THE COVID-19 WORKING GROUP

Cllr Every informed members the Covid-19 Working Group had not met, but they were now part of the Covid-19 Mutual Aid Group, with 3 councillors having put their name in the public domain for them to support parishioners.

11. YOUTH STRATEGY WORKING GROUP UPDATE

There had been no meeting of the Youth Strategy Working Group. Cllr C Whelan confirmed she had now written to all Ely schools, regarding involving the schools in encouraging students to submit written accounts of their experiences during the pandemic.

12. COMMUNICATIONS/PR

A written update was provided by the Chairman regarding this Working Group, which was noted. A discussion on how this Group could be more proactive was undertaken. It was unanimously agreed that the Chair of each Committee needed to liaise directly with the Chairs of all the Working Groups that fall within their Committee. This should ensure that all Working Groups are meeting and being proactive.

13. UPDATE ON THE ANNUAL REVIEW OF THE COUNCIL'S POLICIES AND PROCEDURES

The Clerk had produced a report following the review of all the Council's Policies and Procedures. Members agreed to accept all the recommendations within this. These will be recommended to the next Full Council for approval and adoption.

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

The Clerk informed members, this was currently being undertaken and should be completed within the next 2 weeks.

15. TO NOTE AND APPROVE THE ANNUAL REVIEW OF THE COUNCIL'S DIRECT DEBIT PAYMENTS

The Clerk had produced a review of the Council's direct debit payments. This was noted and unanimously approved. This will be recommended to the next Full Council for approval

16. TO NOTE AND APPROVE THE ANNUAL INTERNAL AUDIT REVIEW BY THE MAYOR AND DEPUTY MAYOR

The Mayor informed members this had not been undertaken, but she will ensure it is as soon as possible. Once it has been completed it will be emailed to members for approval, so it can be formally approved at the next Full Council meeting.

17. TO NOTE AND APPROVE THE ANNUAL REVIEW OF THE RISK MANAGEMENT PROCEDURES *

The Clerk had produced the review of the risk management procedures. This was noted and unanimously approved. This will be recommended to the next Full Council for approval.

18. TO DISCUSS THE PROCESS AND CONTENT FOR THE ANNUAL PARISH MEETING TO BE HELD ON THE 29TH MARCH 2021

The Clerk had requested a discussion of how this meeting would be undertaken. She had proposed this be undertaken by Zoom, with live streaming to Facebook and You Tube. This was unanimously agreed. The APM Booklet will also be produced and organisations receiving grants this financial year, will once again be invited to attend and explain what their grant was spent on.

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COMMITTEE CHAIRMAN

1st March 2021

19. TO CONSIDER REPORT FROM CLLR MORGAN SUGGESTING THE CIL WORKING GROUP BECOMES A SUB-COMMITTEE OF PERSONNEL, FINANCE AND GOVERNANCE AND HAS A CLERK ATTEND THE MEETING

The Clerk explained she had advised Cllr Morgan to put this report forward as the CIL Working Group should be a Sub-Committee due to the amount of funds it deals with. The Clerk reiterated that due to workload, Working Groups would not have a Clerk present. Members discussed the importance of this Group and that at present the Working Group was not working very well. Cllr Carlsson Browne proposed it should be a Sub-Committee. This was seconded by Cllr Austen and unanimously approved. It was also agreed this would be clerked by Mrs Pickering. The Clerk informed members that the Clerk of this Sub-Committee could not be expected to take responsibility for its decisions and that CIL training should be sought. This could be for both members and the Clerk of the Sub-Committee. It was also agreed that moving forward the Sub-Committee needed to produce a plan for future projects from CIL funding and this needs to be linked to the Council's Strategic Plan. The Clerk reminded members that part of CIL funding allocation was to ensure that the Council had consulted with parishioners about possible projects. The Sub-Committee would need to ensure that this was undertaken, when appropriate.

20. HEALTH AND SAFETY ISSUES

There were no health and safety issues to report.

21. PERSONNEL ISSUES

There were no personnel issues to discuss.

22. ANY OTHER BUSINESS

The Clerk informed members no applications had been received for the second phase of the grant's application process. This will be publicised on the website and the Council's Facebook page

23. DATE OF NEXT MEETING

The next meeting will be on Monday 1st March 2021 at 7.00 pm.

The meeting was closed at 8.10 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
1st March 2021