

**CITY OF ELY COUNCIL
PERSONNEL, FINANCE AND GOVERNANCE COMMITTEE
MINUTES OF A MEETING HELD AT 7.05 PM ON
20TH MAY 2024 AT SESSIONS HOUSE, LYNN ROAD, ELY**

PRESENT: Mrs T Coulson – Clerk to the Council

Cllr Ní Dhónaill

Cllr C Phillips

Cllr W Novick

Cllr R Moss-Eccardt

Cllr R Trent

Cllr R Morgan

Cllr R Ward

Cllr M Banyard

Cllr K Holtzmann

1. APOLOGIES

Apologies were received from Cllr Austen.

2. ELECTION OF VICE-CHAIRMAN

Cllr Ní Dhónaill proposed Cllr Banyard as Vice-Chairman. This was seconded by Cllr Ward and unanimously approved. Cllr Banyard was elected as Vice-Chairman.

3. DECLARATIONS OF INTEREST

There were no declarations of interest.

4. MINUTES OF THE LAST PERSONNEL, FINANCE AND GOVERNANCE COMMITTEE MEETING (HELD ON THE 11TH MARCH 2024) & MATTERS ARISING

Minutes of the last Personnel, Finance and Governance Committee meeting held on the 11th March 2024, were proposed as a true record by Cllr Ní Dhónaill, seconded by Cllr Trent and unanimously agreed. They were signed by the Chairman. Pages PFG 155 and 156 refer. There were no matters arising.

5. TO NOTE AND APPROVE THE TERMS OF REFERENCE

Cllr Ní Dhónaill proposed that on two amendments to the terms of reference, that these be noted and approved. This was seconded by Cllr Banyard and unanimously agreed.

6. BUDGET UPDATE

The budget updates up to the 31st March 2024 (year-end) and the 30th April 2024 were noted. There were no significant variances that councillors had concerns with. The Clerk also gave a summary of the budgets at the end of the financial year. It was noted that there was an underspend on the grants budget of £4266. It had previously been agreed by Council to consider further financial support to Ely Museum if there were underspends at the year end. Cllr Ní Dhónaill proposed a recommendation to Full Council to award this underspend of £4266 to Ely Museum. This was seconded by Cllr Ward and unanimously approved.

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COMMITTEE CHAIRMAN
22nd July 2024

7. UPDATE FROM THE GOVERNANCE WORKING GROUP

No update as the Working Group had not met. It was requested that when this Working Group next meets they discuss the following issues:- Review of changes to standing orders with regards to Committees and how this is working. Discussion of the North and Cathedral Wards and as to whether these are proportionally right. If not, could present a case to ECDC to request a formal review of the wards. Polling arrangements for the West Ward, specifically the Methodist Church on Chapel Street as there is no disabled parking. Comments were made by the Council when these polling arrangements were last reviewed not that long ago, but still an issue. It was agreed these may need to be addressed with ECDC again.

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

No update as the Working Group had not met.

9. UPDATE FROM CIL SUB-COMMITTEE AND TO RECEIVE CIL EXPENDITURE ANALYSIS UPDATE

The CIL Sub-Committee had met on the 22nd April 2024 and the minutes of this meeting were noted and approved. The CIL funds allocated for the No 9 bus had been discussed and it had been agreed these would no longer be ring-fenced and would be put back into the unallocated funds. The approved applications for CIL funds for play equipment - £100,000; new windows for the Maltings - £27,133 and stairlift for the Maltings - £14,934 were all unanimously agreed. The Clerk informed members of the decision from ECDC that funding for the Maltings from CIL will now be 100% instead of 20%, subject to the project meeting the CIL criteria. It was agreed to request the Assets Committee have an agenda item on their next meeting to discuss the registering of the Maltings as a Community Asset. The CIL expenditure analysis update, to the 30th April was noted.

10. UPDATE FROM THE INCLUSIVITY WORKING GROUP

The Working Group had not met. Cllr Phillips proposed the co-option on to this Working Group of Ms V Ganivet. This was seconded by Cllr Ní Dhónaill and unanimously agreed.

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

The Working Group had not met.

12. TO APPOINT A YOUTH LEAD

Cllr Ní Dhónaill proposed Cllr Novick as the new Youth Lead. This was seconded by Cllr Banyard and unanimously approved.

13. UPDATE FROM THE COMMUNICATIONS & PR WORKING GROUP

The Working Group had not met, but it was agreed the Clerk would email members of this Group to remind them of the issues raised by this Committee that they need to discuss at their next meeting.

14. TO NOTE AND APPROVE THE ANNUAL REVIEW OF THE COUNCIL'S POLICIES AND PROCEDURES

The annual review of the Council's policies and procedures was noted. Cllr Ní Dhónaill proposed that the recommendations from this review be approved at Full Council. This was seconded by Cllr Moss-Eccardt and unanimously approved.

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COMMITTEE CHAIRMAN
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15. TO NOTE THE INTERNAL AUDITOR'S REPORT FROM LAST VISIT ON THE 18TH APRIL 2024

Cllr Phillips proposed the Internal Auditor's report from their last visit on the 18th April 2024 be noted. There were no issues raised. He thanked the Clerk for all her hard work in ensuring correct procedures were undertaken. This was seconded by Cllr Moss-Eccardt and unanimously approved.

16. TO RE-APPOINT THE COUNCIL'S INDEPENDENT INTERNAL AUDITOR FOR THE FINANCIAL YEAR 2024/2025

Cllr Ní Dhónaill proposed the Committee recommends to Full Council the re-appointment of the independent Internal Auditor the financial year 2024/2025. This was seconded by Cllr Moss-Eccardt and unanimously approved.

17. TO CONSIDER THE COUNCIL MOVING TO A .GOV EMAIL AND WEBSITE

Cllr Ní Dhónaill proposed the Committee recommends to Full Council that the Council should move to a .gov email and website. This was seconded by Cllr Banyard and unanimously approved. It was agreed the Deputy Clerk would obtain a quote from the Registrar to move to a .gov email and to also purchase the @ely.gov.uk domain name for the website. It was felt that it would be best at this time to move the current website rather than undertake to produce a new one.

18. TO CONSIDER IF THE COUNCIL SHOULD MOVE FORWARD WITH THE PROCESS FOR A NEIGHBOURHOOD PLAN

It was unanimously agreed the Committee would re-form the Neighbourhood Plan Working Group to investigate the direction and scope of moving forward with a Neighbourhood Plan and producing a time line to deliver it. The Working Group will report back to the Committee so a recommendation can be made to Full Council on whether this process should move forward. The Clerk will email councillors to see who would like to be on this working Group.

19. TO CONSIDER THE COUNCIL TAKING UP THE OFFER OF A FREE COUNCIL COMMUNICATIONS AND COMMUNITY ENGAGEMENT HEALTH CHECK

It was unanimously agreed to take up the offer of a free Council communications and community engagement health check. The Clerk will contact the company to move this forward.

20. TO CONSIDER THE PROPOSAL FOR THE PAPERLESS TRIAL

It was agreed that this should be renamed to paperlite trial. The proposal was agreed for how it would work for trial at the next Climate & Environment Committee meeting. It was also agreed that the Personnel, Finance and Governance Committee would volunteer to be part of this trial. Cllr Phillips was concerned that if this proposal was to become permanent then the Council would need to consider providing laptops/tablets to all councillors and provide IT support. Following the first trial a report of this will be considered at the next Personnel, Finance and Governance Committee.

21. TO CONSIDER THE REPLACEMENT OF THE MAYORAL ROBES AND CHAIN OF OFFICE

The Clerk had obtained costings and designs for new Mayoral robes and the Chain of Office. It was agreed a small group consisting of Cllr Phillips, Cllr Banyard, Cllr Morgan, Cllr Ní Dhónaill and the Clerk would look at this information and report back to the next meeting with recommendations for consideration. Cllr Phillips had been offered sponsorship of the Mayoral robes from the King's School, which members agreed should be accepted.

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COMMITTEE CHAIRMAN
22nd July 2024

22. HEALTH AND SAFETY ISSUES

There were no health and safety issues to report.

23. PERSONNEL ISSUES

The staff sickness report for April was noted.

24. DATE OF NEXT MEETING

The next meeting will be held on Monday, 22nd July 2024 at 7.00 pm.

The meeting closed at 8.55 pm.

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COMMITTEE CHAIRMAN
22nd July 2024