

**CITY OF ELY COUNCIL
PERSONNEL, FINANCE AND GOVERNANCE COMMITTEE
MINUTES OF A MEETING HELD AT 7.00 PM ON
29TH JANUARY 2024 AT SESSIONS HOUSE, LYNN ROAD, ELY**

PRESENT: Mrs T Coulson – Clerk to the Council

Cllr Ní Dhónaill

Cllr C Phillips

Cllr M Banyard

Cllr R Morgan

Cllr R Moss-Eccardt

Cllr R Denness

1. APOLOGIES

Apologies were received from Cllr Austen and Cllr Ward.

2.ELECTION OF CHAIRMAN

Cllr Phillips proposed Cllr Ní Dhónaill as Chairman. This was seconded by Cllr Banyard and unanimously approved.

3. ELECTION OF VICE-CHAIRMAN IF APPLICABLE

Cllr Ní Dhónaill proposed Cllr Banyard as Vice-Chairman. This was seconded by Cllr Moss-Eccardt and unanimously agreed.

4. DECLARATIONS OF INTEREST

There were no declarations of interest.

5. MINUTES OF THE LAST PERSONNEL, FINANCE AND GOVERNANCE COMMITTEE MEETING (HELD ON THE 13TH NOVEMBER 2023) & MATTERS ARISING

Minutes of the last Personnel, Finance and Governance Committee meeting held on the 13th November 2023, were agreed and signed by the Chairman, as a true record. Pages PFG 149, 150 and 151 refer.

Matters Arising:- Page 150, item 12 – Cllr Moss-Eccardt reported that further amendments with regard to the Social Media and Electronic Communication Policy were still needed. These will be considered when the annual review of the policies is undertaken shortly.

6. BUDGET UPDATE

The budget updates up to the 30.11.23 and 31.12.23 were noted. There were no significant variances that councillors had concerns with.

7. UPDATE FROM THE GOVERNANCE WORKING GROUP

No update as the Working Group had not met.

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

No update as the Working Group had not met.

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COMMITTEE CHAIRMAN

11th March 2024

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

Cllr Phillips presented minutes of the CIL Sub-Committee meeting held on the 23rd January 2024, which were noted and approved. Applications for CIL funding had been received for refurbishment of solar light pathway in the Park and at the Riverside - £8,582.70 and Ely Youth Artwork in Leisure Village Underpass – £5,257.82. Cllr Phillips proposed that both applications, as they met the CIL criteria should be proposed to the next Full Council meeting for approval. This was seconded by Cllr Ní Dhónaill and unanimously approved. The CIL expenditure analysis update, up to the 30th November was noted. The Clerk confirmed the funds that were required to be spent before the end of this financial year.

10. UPDATE FROM THE INCLUSIVITY WORKING GROUP

No update as the Working Group had not met.

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

The Working Group had not met but Cllr Morgan had provided an update to all councillors by email regarding a recent meeting he had with Cheffins regarding the North Ely hub.

12. UPDATE FROM THE YOUTH LEAD

No update was received as the Youth Lead was not present.

13. UPDATE FROM THE COMMUNICATIONS & PR WORKING GROUP

No update as the Working Group had not met. The Clerk confirmed that due to the recent anonymous posting from a member of the Council on Facebook that the users have been restricted with those not authorised to post being removed. The Clerk asked the Working Group to consider when the Council should consult with the community. Cllr Denness also requested they consider how we inform as to what we undertake and what other tiers of Councils are responsible for. Cllr Moss-Eccardt felt that this could be looked at when developing the new Council website. The Clerk also reminded the Group that they were going to look at undertaking councillor drop-ins.

14. TO APPOINT COUNCILLORS TO UNDERTAKE THE ANNUAL REVIEW OF THE COUNCIL'S POLICIES AND PROCEDURES

Cllrs Ní Dhónaill, Morgan, Banyard, Denness, Phillips and the Clerk will undertake the annual review of the Council's Policies and Procedures. The Clerk will send an email to all Councillors, as those not present may wish to be involved in this process.

15. TO CONSIDER THE WORKING GROUPS WHICH REPORT TO THIS COMMITTEE IN RELATION TO WHETHER THEY ARE STILL NECESSARY AND IF SO IF THE NUMBER OF MEMBERS IS CORRECT

Councillors reviewed the six Working Groups which report to this Committee. They felt that all were necessary and the number of members was correct. With regards to the Strategic Plan Working Group, this will cease once it has completed the revised Strategic Plan. The North Ely Hub & Community Working Group will continue but due to the lack of progress on the new community building, will only meet when this is starting to move forward.

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COMMITTEE CHAIRMAN

11th March 2024

16. TO CONSIDER AND APPROVE THE DIGNITY AT WORK POLICY

Cllr Ní Dhónaill proposed formal adoption of the Dignity at Work Policy. This was seconded by Cllr Phillips and unanimously approved. This will be recommended to the next Full Council meeting for approval. This is necessary as it needs to be adopted to allow the Council to sign up the Civility and Respect Pledge.

17. HEALTH AND SAFETY ISSUES

There were no health and safety issues to report.

18. PERSONNEL ISSUES

Update with regard to Town Crier – The Clerk informed Councillors the Town Crier had resigned. Councillors considered whether to move forward with filling this role and it was unanimously agreed the role should be filled. The same process as last time, would be undertaken by the Visit Ely Team to arrange a Town Crier competition.

OCH office staffing – The Clerk explained about the current staffing at OCH and the way forward. Councillors agreed this process should proceed but did question the hours of the Social Media and Marketing Assistant. The Clerk agreed to discuss this with the Tourism & Town Centre Manager again for confirmation that these hours would meet the needs of the service.

19. DATE OF NEXT MEETING

The next meeting will be held on Monday, 11th March 2024 at 7.00 pm.

The meeting closed at 8.15 pm.

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COMMITTEE CHAIRMAN
11th March 2024