

**CITY OF ELY COUNCIL
PERSONNEL, FINANCE AND GOVERNANCE COMMITTEE
MINUTES OF A MEETING HELD AT 7.00 PM ON
31ST OCTOBER 2022 AT SESSIONS HOUSE, LYNN ROAD, ELY**

PRESENT: Mrs T Coulson – Clerk to the Council

Cllr A Whelan

Cllr R Pitt

Cllr M Wade

Cllr C Whelan

Cllr I Lindsay

Cllr R Morgan

Cllr E Every

Cllr D Warman

Cllr V Ganivet

1. APOLOGIES

Apologies were received from Cllr Austen, Cllr Phillips and Cllr Edge.

2. DECLARATIONS OF INTEREST

There were no declarations of interest.

3. MINUTES OF THE LAST PERSONNEL, FINANCE AND GOVERNANCE COMMITTEE MEETING (HELD ON THE 30TH AUGUST 2022) & MATTERS ARISING

Minutes of the last Personnel, Finance and Governance Committee meeting held on the 30th August 2022, were agreed, and were signed by the Chairman, as a true record. Pages PFG 120, 121 and 122 refer. There were no matters arising.

4. BUDGET UPDATE AND TO SETTING OF BUDGET FOR 2023/24

Members noted the budget update for the period up to the 30th September 2022. There were no significant variances. Members considered the draft budget for 2023/24 with a proposed precept of £726,000, which would be an approximate increase on a Council tax band D property of 7.87%. After a very lengthy discussion it was agreed to recommend to the next Full Council meeting the acceptance of this budget and proposed precept. The Clerk informed members that meetings were to be held with all Managers to explain the importance of ensuring best value is obtained when purchasing goods and the need to ensure that activities undertaken are making a profit and if not, what needs to be changed to ensure they do. It was agreed that once we move into the next financial year there must be a review of the services that the Council offers and public consultation if felt necessary with regards to these and the cost implications of them. The Clerk agreed to produce additional spreadsheets showing the targets for OCH and the Maltings and to clearly identify if these have been met. Further discussion will also need to be undertaken with regard to increasing the number of volunteers that can help with our services and the need to identify staff/councillors that can concentrate on identifying suitable grants for some of the projects the Council may wish to undertake.

Cllrs Every, Warman and Ganivet left the meeting at 8 pm.

5. UPDATE FROM THE GOVERNANCE WORKING GROUP

Cllr C Whelan informed members the Working Group had not met.

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

There was no update from the Strategic Plan Working Group as this had not met.

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COMMITTEE CHAIRMAN

21st November 2022

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

Minutes of the CIL Sub-Committee meeting held on the 28th September were approved. Members agreed to recommend to the next Full Council approval of the application received for a new parish noticeboard at Sessions House. The Clerk tabled an email from Mr G Hughes who had requested CIL funding for an information and marketing package designed to encourage visitors to come to Ely by train. Members felt the costs for posters and printed leaflets would not meet the criteria for CIL but the signed walking routes would. It was unanimously agreed to request this application for CIL funding be considered at the next meeting of the CIL Sub-Committee. The CIL expenditure analysis update was noted.

8. UPDATE FROM THE INCLUSIVITY WORKING GROUP

The Working Group have a meeting planned for next week.

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

Cllr A Whelan informed members the Working Group had met on the 25th October. They had considered revised plans for the new community hub and have confirmed to the developer that these are now acceptable. It was felt that the public should be involved and a communication strategy to do so will be produced. This will also enable the Council to gauge what organisations may be interested in running the building. An article will also go in the March/April edition of the Elyi to inform and consult the public on this project.

10. UPDATE FROM THE YOUTH LEAD

Cllr C Whelan reported she had visited the Kite Trust office in Ely who support LGBT+ youth again as they are very keen to work with the Council.

11. TO CONSIDER REPORT FROM CLLR WADE REGARDING SUPPORTING DOCUMENTATION TO THE COUNCIL'S STRATEGIC PLAN

Members considered the report from Cllr Wade and agreed that this should be discussed further at the Strategic Plan Working Group.

12. COMMUNICATIONS/PR

Cllr C Whelan informed members a meeting had been held on the 12th September, although the notes had not been produced yet. It had been agreed that the production of a newsletter was not a viable option due to finances and distribution. The website was discussed and it was felt this could be improved and asked if the news items could be shown in the middle of the front page so they were more visible. The issue of personal posts being posted on the Council's Facebook was discussed and it was reiterated that only information items should be posted. The administrator does remove those felt not to be appropriate. It was agreed the Clerk would circulate the Social Media and Electronic Communication Policy to all councillors. The Clerk had requested that the Communications & PR Working Group take responsibility for identifying appropriate articles for future Elyi editions, as she had undertaken the last two and was finding this difficult with her workload. The Working Group agreed to do so and would use the Elyi Submission Plan that the Clerk had produced. Cllr C Whelan confirmed that at the next meeting they would discuss the request from a parishioner at the Full Council meeting for a noticeboard near the Maltings.

13. HEALTH AND SAFETY ISSUES

There were no health and safety issues to raise.

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COMMITTEE CHAIRMAN
21st November 2022

PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 EXCLUSION OF THE PRESS AND THE PUBLIC Cllr A Whelan proposed that in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and by reason of the confidential nature of the remainder of the business, the Press and the Public be excluded from the Meeting. This was seconded by Cllr C Whelan and unanimously approved.

14. PERSONNEL ISSUES

To consider report with regard to overtime/toil review - Members agreed to refer the report with regard to the overtime/toil review to the next Full Council for consideration.

To discuss recruitment of staff member for OCH - Members discussed the recruitment of a staff member at OCH and unanimously agreed this post should be readvertised for full time, but with an option to consider part-time for the right candidate.

PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 RE-ADMITTANCE OF THE PRESS AND THE PUBLIC To resolve that the confidential business having been concluded, the Press and Public be re-admitted to the meeting.

15. DATE OF NEXT MEETING

The next meeting will be on Monday, 21st November 2022 at 7.00 pm.

The meeting closed at 9.05 pm.

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COMMITTEE CHAIRMAN
21st November 2022