

**CITY OF ELY COUNCIL
PERSONNEL, FINANCE AND GOVERNANCE COMMITTEE
MINUTES OF A MEETING HELD AT 7.00 PM ON
23RD MARCH 2015**

PRESENT:

The Mayor, Cllr E Every
Cllr I Lindsay
Cllr B Ashton
1 parishioner

Cllr C Phillips
Cllr N Clarke
Cllr R Hobbs

Cllr J Yates
Cllr S Pittock
Cllr A Arnold

1. APOLOGIES

Apologies were received from Cllr Griffin-Singh.

2. REQUEST INTENTION OF THOSE IN ATTENDANCE WHO WISH TO SPEAK ON AN AGENDA ITEM *as per standing order 83 b*

There were no intentions to speak declared.

3. MINUTES OF THE LAST PERSONNEL, FINANCE AND GOVERNANCE COMMITTEE MEETING (HELD ON THE 23RD FEBRUARY 2015) & MATTERS ARISING

Minutes of the last Personnel, Finance and Governance Committee meeting held on the 23rd February 2015, were agreed and signed as a true record, with the amendment to Item 4 to read 'The Clerk will look at the systems available and the cost of having a third party input this on to the Council's systems, with a firm intention of implementing a new system for the 2015/16 accounts'. Pages PFG 11, 12 and 13 refer.

Matters arising:- Page PFG11, Item 6 – The Mayor reported the date of the Section 106 meeting had not been confirmed yet.

Page PFG12, Item 13 – The Sessions House Working Group, formed to discuss Phase 2 of the building, had not yet set a date for its first meeting. Cllr Yates confirmed he was drafting the Terms of Reference for this Working Party.

4. BUDGET UPDATE

Members noted the budget update, dated the 17th March 2015. There were no significant variances.

5. POSSIBLE SECTION 106 APPLICATIONS:-

There were no possible Section 106 applications suggested.

6. TO APPOINT WORKING GROUP TO UNDERTAKE ANNUAL REVIEW OF THE COUNCIL'S ADOPTED POLICIES AND PROCEDURES

It was agreed the Mayor, Deputy Mayor, Deputy Mayor elect and the Clerk would undertake the annual review of the Council's adopted policies and procedures.

7. TO DISCUSS THE PROCEDURES FOR PUBLIC QUESTION TIME AT FULL COUNCIL MEETINGS

Members discussed the procedures for the public question time at Full Council meetings. It was proposed by Cllr Hobbs that the arrangements for the public to speak at a Full Council should remain the same. If someone raises a question or provides information on an item, this will be noted and then referred to when the item is discussed by members. The public are unable to take part in any debate. This was seconded by Cllr Yates and unanimously approved.

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COMMITTEE CHAIRMAN
2015

8. TO DISCUSS FINANCIAL ASSISTANCE REQUEST REGARDING WORK REQUIRED TO THE OLD ELY FIRE ENGINE

Members considered the request for financial assistance towards the maintenance of the old Ely fire engine. Cllr Hobbs proposed the Clerk identify if there was any available underspend in the 2014/15 budget to fund this maintenance. If there was, it should be agreed in principle, that this will be used for this. This was seconded by Cllr Ashton and unanimously approved.

9. TO CONSIDER PROPOSAL BY ELY/RIBE COMMITTEE REGARDING DISPLAY OF MEMORABILIA AND LIGHTING WITHIN THE MALTINGS

Members noted the report from the Chairman of the Ely/Ribe Association regarding the display of memorabilia at the Maltings. It was agreed this proposal would be deferred and considered again in the near future. The installation of the lighting for the tapestry will be undertaken on the 24th March.

10. TO CORRECT THE MISTAKE IN MINUTES OF THE PERSONNEL, FINANCE AND GOVERNANCE COMMITTEE MEETING HELD ON THE 15TH OCTOBER 2014, WHERE THE INTERNAL AUDITOR WAS RE-APPOINTED. THE MINUTES STATED IT WAS FOR 2015/16, WHEN IT SHOULD HAVE READ 2014/15

Members noted this mistake and it was clarified the Internal Auditor was re-appointed for 2014/15 and not 2015/16.

11. TO NOTE THE INTERNAL AUDITOR'S REPORT FROM HIS VISIT ON THE 25TH FEBRUARY

Members noted the Internal Auditor's report from his visit on the 25th February. There were no issues to address.

12. TO DISCUSS THE EXTERNAL AUDITOR'S COMMENTS FROM 2013/14 ACCOUNTS

The Clerk informed members Sessions House would be recorded at its original cost of £1 on the annual return and no adjustment to this value will be made unless it is disposed of. Members discussed whether they felt they had maintained an adequate system of internal control during the financial year and whether it had carried out an assessment of risks facing the Council. Members had undertaken a cash reserve risk assessment when setting the precept. They had also assessed the risks of taking responsibility of the Maltings. Although this had not been in a formal risk assessment, but in various discussion documents considered at Full Council. There are also set internal controls which the Council follows.

13. TO DISCUSS EMAIL RECEIVED REGARDING A DOMAIN NAME

Members discussed the offer to purchase a domain name for the Council. This was declined.

14. SHARED EQUITY SCHEME ISSUES

There were no issues to report.

15. COMMUNICATIONS/PR

The submitted tenders were now been evaluated. A recommendation will be considered at the next Full Council meeting. The Mayor thanked Cllr Pittock for undertaking this project.

The Mayor informed members the new Neighbourhood Panel meeting will now be held on the 29th April. It was agreed this should be renamed to the Community Panel.

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16. HEALTH AND SAFETY ISSUES

There were no health and safety issues to report.

17. FOR INFORMATION ITEMS

Members noted the Zurich inspection summary for the powered lifting platform in the Chamber.

Due to the confidential nature of items 18 and 19 these were discussed in committee at the end of the meeting at which time the parishioner left the meeting.

18. MALTINGS & MALTINGS COTTAGE

19. PERSONNEL ISSUES

20. ANY OTHER BUSINESS

The Clerk informed members they needed to review the Council’s direct debits. She informed them of the ten current companies, which are paid by direct debit. They unanimously agreed these should continue. The Clerk requested the approval of six new direct debits with these companies, due to the move and the taking over of the Maltings. These were unanimously agreed.

Cllr Hobbs requested the Sessions House Working Group also look at the layout of the car parking spaces at Sessions House.

21. DATE OF NEXT MEETING

To be arranged.

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COMMITTEE CHAIRMAN
2015