

**CITY OF ELY COUNCIL
FINANCE AND PERSONNEL COMMITTEE
MINUTES OF A MEETING HELD AT 7.00 PM ON
24TH MARCH 2014**

PRESENT:

The Mayor, Cllr E Griffin-Singh
Cllr N Clarke
Cllr C Phillips

Cllr E Every
Cllr J Yates
Cllr G Barber

Cllr A Arnold
Cllr B Ashton
Cllr R Hobbs

1. APOLOGIES

No apologies were received.

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 MEETING (HELD ON THE 27TH JANUARY 2014) & MATTERS ARISING

Minutes of the last Finance and Personnel Committee meeting held on the 27th January 2014, were agreed and signed as a true record. Pages FP 251 and 252 refer.

There were no matters arising.

4. BUDGET UPDATE AND CONSIDERATION OF PROJECT FUNDING FUND

Members noted the budget update, dated the 18th March 2014. There were no significant variances. Cllr Ashton highlighted a mistake in the expenditure figure for the Maltings Cottage. The Clerk will correct this. Members discussed the Project Funding Report. Cllr Ashton suggested an additional £20,000 be vired from the reserve funds to the statutory reserve, giving a total of £46,928. This was proposed by Cllr Every and seconded by Cllr Arnold. Members of the Committee unanimously approved this proposal.

It was agreed that a standard item regarding Section 106 applications would be put on the Finance and Personnel Committee agenda. This would then allow other Committees to suggest projects for the Finance and Personnel Committee to consider and agree Section 106 priorities and then make recommendations to the Full Council. It was noted the sum allocated from the Section 106 (Community Infrastructure) should read £50,000 and not £55,000 for the Magistrates Court refurbishment. The Mayor proposed that subject to these changes the Project Funding Report be approved and recommended to Full Council for adoption. This was seconded by Cllr Clarke and unanimously approved by the Committee members.

5. TO RECEIVE REPORT FROM ANNUAL REVIEW OF COUNCIL'S ADOPTED POLICIES AND PROCEDURES

Members noted the report from the annual review of the Council's adopted Policies and Procedures, undertaken by the Mayor, Deputy Mayor and Clerk. This was unanimously noted and will be recommended to the next Full Council for approval and adoption.

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COMMITTEE CHAIRMAN

19th May 2014

6. SHARED EQUITY SCHEME ISSUES

- TO CONSIDER REQUEST FOR EXTENSION TO SHARED EQUITY PROPERTY

Members considered the request for an extension to one of the shared equity scheme properties. This was felt to be acceptable, subject to formal planning permission being obtained.

- TO CONSIDER EMAIL FROM RESIDENT REQUESTING PERMISSION TO REMOVE TREES

Members considered the request from a resident for permission to remove trees from the front of their property, due to concerns about their size and possible structural damage they could cause to the property. The Council had sought advice from the Tree Officer at ECDC, but this had not been conclusive. Therefore, they agreed that due to the concerns raised, the resident could remove these two trees subject to the replanting of two smaller replacement trees.

7. TO NOTE EMAIL FROM INTERNAL AUDITOR FROM HIS LAST VISIT ON THE 29TH JANUARY

Members noted the email from the Internal Auditor from his last visit on the 29th January. They agreed that the recommendation to ensure a risk assessment is undertaken on large projects will be followed.

8. TO CONSIDER RECOMMENDATION FROM COMMITTEES WORKING PARTY REGARDING RESTRUCTURING OF COUNCIL COMMITTEES AND WORKING GROUPS

Members noted the report regarding the restructuring of the Council Committees and Working Groups and the structure chart prepared by the Clerk. Members agreed to the recommendations within this report and will recommend these to the next Full Council for adoption. These would come into operation from the Annual Council Meeting.

9. COMMUNICATIONS/PR

There were no communications/PR issues to report.

10. HEALTH AND SAFETY ISSUES

There were no health and safety issues to report.

11. ANY OTHER BUSINESS

Members noted and approved the risk assessment for cash reserves for 2014/2015 undertaken by the Clerk. Members noted the Zurich insurance inspection summary for the office stairlift, which had shown no defects. Members noted the article tabled regarding Section 150(S) (Cheque Signing) being repealed.

12. DATE OF NEXT MEETING

The next meeting will be on the 19th May 2014.

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COMMITTEE CHAIRMAN

19th May 2014