

**CITY OF ELY COUNCIL
PERSONNEL, FINANCE AND GOVERNANCE COMMITTEE
MINUTES OF A MEETING HELD AT 7.00 PM ON
30TH NOVEMBER 2015**

PRESENT:

The Mayor, Cllr E Every
Cllr I Lindsay
Cllr S Pittock
Cllr M Lansell
1 parishioner

Cllr R Hobbs
Cllr C Whelan
Cllr A Arnold

Cllr C Phillips
Cllr J Pearson
Cllr P Moakes

1. APOLOGIES

Apologies were received from Cllr A Whelan.

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

No intentions to speak were declared.

3. MINUTES OF THE LAST PERSONNEL, FINANCE AND GOVERNANCE COMMITTEE MEETING (HELD ON THE 29TH OCTOBER 2015) & MATTERS ARISING

Minutes of the last Personnel, Finance and Governance Committee meeting held on the 29th October 2015, were agreed and signed as a true record. Pages PFG 25 and 26 refer.

There were no matters arising, although the Chairman did report Full Council had approved the recommendation to appoint an Assistant Venue Manager at the Maltings and ADeC had agreed to sign the Memorandum of Agreement.

4. BUDGET UPDATE AND TO DISCUSS THE BUDGET REQUIRMENTS FOR 2016/2017

Before members discussed the draft budget for 2016/2017, the Chairman detailed that the Council had refurbished Sessions House, taken over the responsibility for the Maltings, which had included upgrading, repairing and deep cleaning the venue and providing an annual grant to Ely Museum. A Venue Manager had been appointed and there had been a restructuring of staff, with the Estates team now responsible for all buildings and the caretaking of the Maltings. It had been agreed to fund Dovehouse Close highway improvements, undertake additional grass cutting of open spaces. Some of this had been managed from reserves from prudent budgeting in the past.

All Committees had requested increases in their budgets and this had been taken into account when the draft budget was prepared. There is also funding for two minor highway improvement schemes, extra grasscutting, a tree audit and the beginning of reserves regarding Sessions House and the Maltings. There are, however, no costings for improvements for the Maltings Cottage or Sessions House.

Cllr Christine Whelan, in Cllr Alison Whelan's absence raised her concerns regarding the proposed budget. She had given Cllr Christine Whelan figures of how savings could be achieved, but this was not distributed to members present for discussion. The Clerk felt that further explanation on these savings was needed and members agreed to postpone further discussion of the budget, until a meeting could be arranged with Cllr Alison Whelan and the Clerk. A further meeting of the Personnel, Finance and Governance Committee would be arranged in December to discuss the proposed budget.

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COMMITTEE CHAIRMAN

December 2015

5. TO CONSIDER THE RE-APPOINTMENT OF THE INTERNAL AUDITOR

Cllr Hobbs recommended the Council re-appoint the internal auditor, Michael Williamson for the financial year 2015/2016. This was seconded by Cllr Phillips and unanimously approved.

6. POSSIBLE SECTION 106 APPLICATIONS

There were no possible Section 106 applications to discuss.

7. SHARED EQUITY HOUSING ISSUES

The Clerk gave members background to the Council’s shared equity housing scheme and explained the difficulties that had arisen over the past couple of years regarding the availability of mortgages for these properties. The problems had arisen due to the restrictions within the lease of the property, which are limited by the Section 106 agreement from the original planning application. The Council’s solicitor had advised on how the Council could alter this with the agreement of ECDC and the Church Commissioners, to allow other mortgage lenders to give mortgages on these properties. The criteria for a potential purchaser would be lifted after the two month nomination period for the Council. The person purchasing the property would still have to meet the condition that the property would be their only residence, which they must live in. When they wished to sell the property, the two month period, which includes the criteria would be reinstated. Cllr Hobbs proposed these recommendations be adopted and actioned. This was seconded by Cllr Pearson and unanimously approved.

8. COMMUNICATIONS/PR

The Chairman reported the next Mayor’s Community Panel would be on the 2nd February 2016. The Communications and PR Working Group have a meeting arranged for the 2nd December. She also informed members the Council’s new website was now up and running.

9. HEALTH AND SAFETY ISSUES

Members noted the Zurich annual inspection of the platform lift in courtroom had no issues.

10. PERSONNEL ISSUES

There were no personnel issues to report.

11. ANY OTHER BUSINESS

Members agreed to appoint C4 Digital to provide a Wordpress maintenance programme, at a cost of £25 per month, for the Council’s new website.

12. DATE OF NEXT MEETING

To be arranged to discuss the proposed budget for 2016/2017.

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COMMITTEE CHAIRMAN
December 2015