

**CITY OF ELY COUNCIL  
PERSONNEL, FINANCE AND GOVERNANCE COMMITTEE  
MINUTES OF A MEETING HELD AT 7.00 PM ON  
25TH JANUARY 2016**

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**PRESENT:**

The Mayor, Cllr E Every  
Cllr P Moakes

Cllr C Phillips

Cllr R Hobbs

**1. APOLOGIES**

Apologies were received from Cllrs Pearson and Lindsay.

**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 7TH JANUARY 2016) & MATTERS ARISING**

Minutes of the last Personnel, Finance and Governance Committee meeting held on the 7th January 2016, were therefore agreed and signed as a true record. Page PFG 29 refers.

There were no matters arising.

**4. BUDGET UPDATE**

Members noted the budget update, dated the 22nd January 2016. There were no significant variances.

**5. CCTV CO-ORDINATOR**

The Clerk informed members, the CCTV Co-ordinator had requested a reduction in her weekly hours from six to five. The CCTV Co-ordinator felt this would be adequate to cover the duties she is expected to undertake. Members unanimously agreed to this request if this was the case. This will be recommended to Full Council for approval.

**6. TO NOTE THE RISK ASSESSMENT REGARDING THE CASH RESERVES**

Members noted the risk assessment regarding the cash reserves.

**7. TO DISCUSS REQUEST FROM STAFF MEMBER REGARDING CONTRIBUTION TOWARDS THE COST OF GLASSES**

Members noted the legislation regarding this request and unanimously agreed to reimburse the staff member the cost of their new glasses, which were required for VDU work. It was also agreed the Clerk would prepare a policy on this matter, for adoption by the Council.

**8. SHARED EQUITY HOUSING ISSUES**

There were no shared equity housing issues to report.

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COMMITTEE CHAIRMAN

22nd February 2016

## **9. COMMUNICATIONS/PR**

The Mayor informed members of the Community Panel on the 2nd February, between 7.00 pm to 9.00 pm at The Maltings. The next one will be held at The Larkfield Centre, High Barns on the 6th April. Her charity for this year is volunteering and she is working closely with the Hereward Rotary Club and the Voluntary Community Action East Cambs.

## **10. HEALTH AND SAFETY ISSUES**

There were no health and safety issues to report.

## **11. PERSONNEL ISSUES**

There were no personnel issues to report.

## **12. ANY OTHER BUSINESS**

The Mayor reported Sanctuary Housing would be withdrawing the warden at Bell Holt and other sheltered housing schemes within the District. She was very concerned as to what would happen to the community room and felt a meeting should be arranged with Sanctuary Housing to discuss this and the loss of this essential service

The Clerk reported the review of the adopted Policies and Procedures of the Council was now due. It was agreed these would be distributed evenly between all the councillors to review. The Clerk would identify any policies or procedures that were not currently covered.

## **13. DATE OF NEXT MEETING**

The next meeting will be on Monday 22nd February 2016 at 7.00 pm.

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COMMITTEE CHAIRMAN

22nd February 2016