

**CITY OF ELY COUNCIL  
PERSONNEL, FINANCE AND GOVERNANCE COMMITTEE  
MINUTES OF A MEETING HELD AT 2.00 PM ON  
21ST MARCH 2016**

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**PRESENT:**

The Mayor, Cllr E Every  
Cllr P Moakes

Cllr J Pearson

Cllr R Hobbs

**1. APOLOGIES**

Apologies were received from Cllrs Phillips 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 25TH MARCH 2016) & MATTERS ARISING**

Minutes of the last Personnel, Finance and Governance Committee meeting held on the 25th March 2016, were agreed and signed as a true record. Page PFG 30 and 31 refers.

Matters arising – Page PFG 31, item 12 – The Mayor reported residents at Bell Holt had not all been in agreement to paying an extra £16.90 per week for a warden to be employed. Therefore, she and Cllr Hobbs had been to Bell Holt to discuss this issue with the residents. They had also spoken to Ely Timebank about providing support to the residents. VCAEC may also be able to provide volunteer support.

**4. BUDGET UPDATE**

Members noted the budget update, dated the 17th March 2016. There were a few significant variances within the budget, which were expected. These related to the Maltings income and expenditure figures as there had been no budget allocation for 2015/16, due to the fact that the Council had anticipated another organisation running this venue, but they had withdrawn and the Council had taken over the cost of this. The business rates for Sessions House were higher than budgeted due to bills being received for the whole building at the old rateable value. This had not been reduced, even though it was not a working court.

**5. TO CONSIDER QUOTATIONS FOR COUNCIL'S INSURANCE**

The Clerk explained the Council's 5 year fixed term insurance cover with Zurich would be ending in March 2016. Therefore, she had obtained a new quote from Zurich and a quote from Aon. Zurich's quote was £13,207.56 for one year and £12,345.93 for 3 years plus a 2 year long term agreement. Aon's quote was £10,169.24 for one year. Although Aon's quote was cheaper the Clerk asked members to consider remaining with Zurich as their service was extremely good. She had to chase Aon on many occasions just to get the quote. The cover provided by them was actually split between three insurance covers, which could make it difficult when making a claim. The Mayor proposed the Council remains with Zurich, with the Clerk requesting a further reduction from Zurich, due to the lower quote from Aon. This was seconded by Cllr Hobbs and unanimously agreed by the Committee members.

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COMMITTEE CHAIRMAN

11th July 2016

**6. TO NOTE THE RECOMMENDATIONS FROM THE REVIEW OF THE COUNCIL’S POLICIES AND PROCEDURES**

Members noted the recommendations from the annual review of the Council’s policies and procedures. These will be recommended to the next Full Council for approval.

**7. TO NOTE THE REPORT FROM THE INTERNAL AUDITOR FROM HIS FIRST VISIT ON THE 5TH FEBRUARY 2016**

Members noted the report from the Internal Auditor’s first visit on the 5th February 2016. It was noted that any significant variances will be recorded regarding budget updates. These had not been recorded due to the Council being aware of the circumstances for these variances, but it was accepted this would not be clear to parishioners.

**8. SHARED EQUITY HOUSING ISSUES**

Members unanimously approved the annual increase of the rent charge of the scheme, by the RPI at the 31st January 2016 of 1.3% as per the lease.

**9. COMMUNICATIONS/PR**

The Mayor informed members of the next Community Panel meeting to be held on the 6th April, between 7.00 pm to 9.00 pm at The Larkfield Centre, High Barns.

The Mayor will be drafting a Community Engagement Policy for the Council, as one does not currently exist.

**10. HEALTH AND SAFETY ISSUES**

There were no health and safety issues to report. Members felt this was a very important issue for the Council and each Committee will have an agenda item on Health and Safety issues, to report or raise any concerns they may have in this area.

**11. PERSONNEL ISSUES**

The Mayor informed members the Venue Manager of the Maltings had resigned, giving a month’s notice. The process had commenced to fill this vacancy as soon as possible.

**12. ANY OTHER BUSINESS**

The Mayor asked if the Council would be able to recognise former Cllr Nigel Clarke, who had passed away suddenly last week. It was felt that as other past councillors had not been recognised by the Council, this would have to be on a donation basis by councillors and representatives of other organisations which he had been involved with. It was thought a bench at the Upherds Lane allotment site would be a nice way to remember Nigel Clarke, who will be greatly missed.

The Clerk raised a request from Prickwillow Village Council for a grant towards the cost for a new village sign. She had suggested they make a Section 106 application for this. Cllr Hobbs informed members that ECDC had received a large windfall from the Government and this would be shared out amongst the hamlets in ECDC. Prickwillow should therefore be receiving a windfall of £2600. The Clerk will ensure this is passed on to the Prickwillow Village Council and suggest they contact Cllr Hobbs for more details.

The Clerk informed members there would be a charge of £480 plus 45p per mile travelling expenses, for the Year End close down of the new accounts system.

**13. DATE OF NEXT MEETING**

The next meeting will be on Monday 11th July 2016 at 7.00 pm.

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COMMITTEE CHAIRMAN

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