

**CITY OF ELY COUNCIL  
PERSONNEL, FINANCE AND GOVERNANCE COMMITTEE  
MINUTES OF A MEETING HELD AT 7.00 PM ON  
5TH SEPTEMBER 2016**

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**PRESENT:**

The Mayor, Cllr I Lindsay  
Cllr E Every  
Cllr A Arnold  
Cllr C Whelan

Cllr J Pearson  
Cllr S Friend-Smith  
Cllr P Moakes

Cllr R Hobbs  
Cllr C Phillips  
Cllr A Whelan

**1. APOLOGIES**

No apologies were received.

**2. DECLARATIONS OF INTEREST**

Councillors made declarations of interest as they are trustees of various organisations which had submitted bids for the grant scheme. These were as follows:-

Cllr Every – Ely Museum, Poss+ibility, VCAEC any Ely Youth Choir

Cllr Lindsay and Cllr Phillips – Ely Museum

Cllr Friend-Smith and Cllr Hobbs – City of Ely Horticultural Society

Cllr C Whelan and Cllr A Whelan – LGBT+ Group

They took no part in the discussion when their organisation's bid was considered.

**3. MINUTES OF THE LAST PERSONNEL, FINANCE AND GOVERNANCE COMMITTEE MEETING (HELD ON THE 11TH JULY 2016) & MATTERS ARISING**

Minutes of the last Personnel, Finance and Governance Committee meeting held on the 11th July 2016, were agreed and signed as a true record. Pages PFG 34 and 35 refer.

There were no matters arising.

**4. BUDGET UPDATE**

Members noted the budget update, dated the 30th August 2016. There were no significant variances within the budget.

**5. TO CONSIDER AND ADOPT A NEW SOCIAL MEDIA POLICY**

Members considered the proposed Social Media Policy for the Council. Cllr A Whelan raised her concern regarding the wording in point 5.2. It was agreed to amend this and a new version will be circulated to members for approval. This will then be recommended to the next Full Council meeting for approval and adoption.

**6. TO CONSIDER AND ADOPT A NEW CHILD AND VULNERABLE ADULT PROTECTION AND SAFEGUARDING POLICY**

Members considered the proposed Child and Vulnerable Adult Protection and Safeguarding Policy. Cllr Pearson had amended the original version circulated with the agenda. The Mayor proposed this version be approved and recommended to the next Full Council for adoption. This was seconded by Cllr Every and unanimously approved. The Clerk will identify all staff, volunteers and members that will need Safeguarding training as a result of this Policy being adopted. Cllr Every proposed that Cllr Pearson be appointed as the

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COMMITTEE CHAIRMAN

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Childcare Protection Councillor. This was seconded by Cllr Phillips and unanimously approved. Cllr Pearson will need to undertake the appropriate training for this role.

**7. TO CONSIDER AND APPOINT A NEW INTERNAL AUDITOR**

The Clerk informed members she had contacted a couple of companies to ascertain their fees for undertaking this service for 2016/17. The Mayor proposed the Council appoint Heelis & Lodge at a cost of £700 for an interim and year end internal audits. This was seconded by Cllr Pearson and unanimously approved.

**8. TO CONSIDER GRANT APPLICATIONS**

Members considered the grant applications for 2016/2017. Recommendations of proposed grants for approval at the next Full Council are attached to these minutes. Members agreed to ring-fence the remaining £4268 and this would be carried forward to next year’s budget. Cllrs Pearson, Hobbs and the Clerk will revise the application form for next year. Cllr Pearson also agreed to put in place and monitor a follow up procedure to ensure the grants are spent as allocated.

**9. SHARED EQUITY HOUSING ISSUES**

There were no issues to discuss.

**10. POSSIBLE SECTION 106 APPLICATIONS**

The Mayor informed members that there had been a recent CIL/Section 106 Working Group meeting which had been very productive. There would be a meeting with Emma Grima, ECDC to clarify the Section 106 figures. Once the new councillor has been elected a training day will be arranged for all councillors on this subject. The Clerk informed members there were no current applications to be considered.

**11. COMMUNICATIONS/PR**

Cllr Every informed members, the Community Forum date was not confirmed as the police may not be able to attend now. She is seeking clarification of this. She will be meeting with Lewis Bage, ECDC to discuss the Community Engagement Policy she needs to draft.

**12. HEALTH AND SAFETY ISSUES**

There were no health and safety issues to report. However, Cllr Hobbs raised his concern regarding cars entering and exiting the office car park and the possible danger to pedestrians. It was agreed ‘caution moving cars’ signs would be erected to warn pedestrians of the dangers.

**13. PERSONNEL ISSUES**

There were no personnel issues.

**14. ANY OTHER BUSINESS**

Cllr Pearson asked if members were aware that Tesco had relaunched their carrier bag grant scheme and whether the Council had any possible schemes that would meet the criteria. Members were aware of this scheme and it was agreed to put this as an item on the next Recreation and Cemetery Committee agenda.

**15. DATE OF NEXT MEETING**

The next meeting will be on Monday 21st November 2016 at 7.00 pm.

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COMMITTEE CHAIRMAN  
5 December 2016