

**CITY OF ELY COUNCIL
PERSONNEL, FINANCE AND GOVERNANCE COMMITTEE
MINUTES OF A MEETING HELD AT 6.30 PM ON
5TH DECEMBER 2016**

PRESENT:

The Mayor, Cllr I Lindsay
Cllr S Friend-Smith
Cllr J Yates

Cllr R Hobbs
Cllr C Phillips

Cllr E Every
Cllr P Moakes

1. APOLOGIES

Apologies were received from Cllr Pearson.

2. DECLARATIONS OF INTEREST

There were no declarations of interest.

3. MINUTES OF THE LAST PERSONNEL, FINANCE AND GOVERNANCE COMMITTEE MEETING (HELD ON THE 5TH SEPTEMBER 2016) & MATTERS ARISING

Minutes of the last Personnel, Finance and Governance Committee meeting held on the 5th September 2016, were agreed and signed as a true record. Pages PFG 36 and 37 refer.

Matters arising:- PFG36, item 6 – The Clerk informed members that she was experiencing difficulty in obtaining the safeguarding training, but she will continue to find an appropriate trainer to undertake this.

4. BUDGET UPDATE AND PROPOSED DRAFT BUDGET FOR 2017/2018

Members noted the budget update, dated the 2nd December 2016. There were no significant variances within the budget. The Clerk explained in great detail, the proposed budget for 2017/2018. Cllr Friend-Smith proposed a precept of £432,230, which is a 2% increase on this year. It will mean an increase of 83p for the year on a Council Tax Band D property, from £62.62 to £63.45. Cllr Phillips seconded this proposal and all Committee members voted unanimously in approval of this. It was agreed this proposal will be put to the Full Council meeting on the 9th January 2017 for formal approval.

5. TO RECEIVE REPORT FROM INTERNAL AUDITOR'S FIRST VISIT FOR 2016/2017

The Clerk explained the Internal Auditor's report and drew attention to the three recommendations. The updating of financial regulation No 11 and Standing Order No 23 to incorporate reference to the Public Contracts Regulations 2015 and the tender threshold requirements of £25,000. Review of the Fidelity Cover in line with the recommended guidelines of year end balances, plus 50% of the precept, which would mean an increase of cover to £637,082. The identification of the relevant power for expenditure when a grant is given and to track LGAs 137 power in the accounts. She has also recommended that when councillors declare interests at meetings, they need to record whether they are declaring a pecuniary or non-pecuniary interest. Members noted all these recommendations and the Clerk confirmed she had already increased the Fidelity Cover to £1 million, at an additional cost for the year, of £25.59. All of the other recommendations will be actioned.

6. SHARED EQUITY HOUSING ISSUES

There were no issues to report.

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COMMITTEE CHAIRMAN

20th February 2017

7. POSSIBLE SECTION 106 APPLICATIONS

Members noted there were no current applications to be considered. She did however, confirm that it was the intention of the Council to apply to ECDC to use both ECDC's and the City Council's Section 106 towards the cost of the installation of the lift in Sessions House. ECDC had confirmed this was an acceptable use of these monies. Members noted that applications would be submitted once full costings have been obtained.

8. COMMUNICATIONS/PR

Cllr Every informed members, the next Community Forum would concentrate on Transport. A date was still to be confirmed but this would be in February 2017.

9. HEALTH AND SAFETY ISSUES

There were no health and safety issues to report. Members did however, note the Zurich annual inspection of the stairlift in courtroom, which had no defects.

10. PERSONNEL ISSUES

There were no personnel issues.

11. ANY OTHER BUSINESS

The Clerk gave an update to members on the money which had been given by ECDC under a Rural Services Grant to the villages of Stuntney, Prickwillow, Chettisham and Queen Adelaide. She confirmed that this grant has now been paid to Prickwillow and Queen Adelaide. Chettisham were still discussing what this could be spent on and Stuntney had not requested payment of their grant yet.

12. DATE OF NEXT MEETING

The next meeting will be on Monday 20th February 2017 at 7.00 pm.

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COMMITTEE CHAIRMAN

20th February 2017