

**CITY OF ELY COUNCIL  
PERSONNEL, FINANCE AND GOVERNANCE COMMITTEE  
MINUTES OF A MEETING HELD AT 6.30 PM ON  
30TH MAY 2017**

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**PRESENT:**

The Mayor, Cllr R Hobbs  
Cllr E Every

Cllr C Phillips

Cllr J Pearson

**1. APOLOGIES**

Apologies were received from Cllrs Friend-Smith and Lindsay.

**2. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**3. MINUTES OF THE LAST PERSONNEL, FINANCE AND GOVERNANCE COMMITTEE MEETING (HELD ON THE 20TH FEBRUARY 2017) & MATTERS ARISING**

Minutes of the last Personnel, Finance and Governance Committee meeting held on the 20th February 2017, were agreed and signed as a true record. Pages PFG 40 and 41 refer.

There were no matters arising.

**4. BUDGET UPDATE**

Members noted the budget update, dated the 30th May 2017. There were no significant variances that will have an impact on the overall budget.

**5. REVIEW OF MAYOR'S ALLOWANCE BY WORKING GROUP**

Members noted the Clerk's report and draft Mayoral Allowance Policy. Members unanimously agreed to recommend approval and adoption of this at the next Full Council meeting.

**6. REVIEW OF KEY HOLDERS FOR THE BUILDING**

The Mayor had raised the issue of the City of Ely Allotments Association becoming a keyholder for Sessions House at the last Full Council meeting. The Clerk reported that following a discussion with the Chairman of the Association, he was quite happy to collect keys before meetings and return the following day and did not want the responsibility of being a keyholder. Members therefore, unanimously agreed the arrangements should remain as present.

**7. TO RECEIVE AN UPDATE ON THE REVIEW OF THE COUNCIL'S ADOPTED BUSINESS PLAN**

As all Committees are currently undertaking a review of their part of the adopted Business Plan, this item was deferred until the next Personnel, Finance and Governance Committee meeting on the 14th August.

**8. TO CONSIDER WHETHER TO RENEW CAPALC MEMBERSHIP AT A COST OF £1265.99**

Members discussed this at great length and felt that members had not used this service to its full capacity. It was unanimously agreed to recommend to Full Council that this membership should not be renewed at this high premium of £1265.99.

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COMMITTEE CHAIRMAN

14th August 2017

**9. SHARED EQUITY HOUSING ISSUES**

The Clerk gave an update on the change to the Section 106 wording of the property leases. This is progressing slowly, but has moved forward and should hopefully be finalised very shortly. However, it is now necessary to include a mortgage protection clause within the leases, to allow lenders to give mortgages on these properties. The mortgage protection clause helps protect the lender’s interests in the event of a sale following repossession and is designed to protect a mortgage lender’s security and therefore encourage mortgage lenders to advance loans on shared ownership leasehold properties. A lender under the mortgage protection clause is entitled to acquire and dispose of 100% stake in the property and must be informed by the landlord if they intend to take possession or initiate forfeiture proceedings. If the sale price does not cover the value of the mortgage and the housing association’s share (this would be the Council), the lender is repaid first and the housing association (the Council) only receives what is left. Although there is a risk to the Council that 100% of a property could be sold, this is a very small risk and very unlikely to happen. Members agreed to recommend to Full Council that our solicitor be instructed to include a mortgage protection clause in each lease when a property is sold. The wording of the Section 106 would also be recommended for approval.

Members felt that when another issue arises, that needs the assistance of a solicitor, it would be good practice to review our current provider of this service.

**10. POSSIBLE SECTION 106 APPLICATIONS**

Members noted there were no current applications to be considered. Cllr Pearson suggested that Section 106 money could be used to provide new litter bins along Cam Drive and in the area of Downham Road. It was agreed this would be discussed at the next Environment Committee meeting.

**11. COMMUNICATIONS/PR**

There were no communications or PR issues to discuss. The Mayor did confirm that he would deal with any enquiries regarding the cancellation of the Sainsbury bus service.

**12. HEALTH AND SAFETY ISSUES**

Members noted the Zurich Insurance Inspection summary for the stair lift in Sessions House, which had no defects. There were no health and safety issues to report.

**13. PERSONNEL ISSUES**

There were no personnel issues to discuss.

**14. ANY OTHER BUSINESS**

The Clerk tabled the report from the Internal Auditor, for the final visit for the accounting year 2016/2017. This was noted and the three recommended actions will be undertaken.

**15. DATE OF NEXT MEETING**

The next meeting will be on Monday 14th August 2017 at 7.00 pm.

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COMMITTEE CHAIRMAN  
14th August 2017