

**CITY OF ELY COUNCIL
PERSONNEL, FINANCE AND GOVERNANCE COMMITTEE
MINUTES OF A MEETING HELD AT 7.00 PM ON THE 23RD APRIL 2018**

PRESENT: Mrs T Coulson – Clerk to the Council

The Mayor, Cllr R Hobbs

Cllr J Yates

Cllr C Phillips

Cllr M Rouse

Cllr S Friend-Smith

Cllr J Pearson

Cllr I Lindsay

Cllr A Arnold

Cllr Every (arrived 7.15 pm)

1. APOLOGIES

No apologies were received.

2. DECLARATIONS OF INTEREST

Cllr Yates declared a pecuniary interest in item 10. He signed page 207 of the Register of Members of Interest Book. He left the room whilst this item was being discussed.

3. MINUTES OF THE LAST PERSONNEL, FINANCE AND GOVERNANCE COMMITTEE MEETING (HELD ON THE 22ND JANUARY 2018) & MATTERS ARISING

Minutes of the last Personnel, Finance and Governance Committee meeting held on the 22nd January 2018, were agreed and signed as a true record. Page PFG 48 refers. There were no matters arising.

4. BUDGET UPDATE

Members noted the detailed income and expenditure budget report and balance sheet, dated the 31st March 2018. The Clerk gave detailed explanations of these. She also highlighted the figures in relation to the Maltings. Members were very pleased with these and appreciated how hard the staff had worked last year to achieve this.

5. ANNUAL REVIEW OF COUNCIL'S POLICIES AND PROCEDURES

The Mayor informed members he and the Deputy Mayor had undertaken the annual review of all the Council's Policies and Procedures. They had identified amendments required to the Social Media Policy and the need to have a separate policy for appointment of staff. It was agreed the Clerk will make the necessary amendments and draft the new policy. The Clerk also reported that she was currently in the process of amending the Standing Orders, as a new model version had just been released.

6. TO DISCUSS THE HANDOVER OF THE SOHAM CCTV CAMERAS TO SOHAM TOWN COUNCIL

The Clerk informed members Soham Town Council had requested this Council discuss whether it would be agreeable to handing over the CCTV cameras to them. They had recently installed their own CCTV cameras on their office site and were monitoring this in-house. Members agreed, in principal to this request, subject to negotiations with Soham Town Council. Cllrs Every and Lindsay, with the Clerk, will calculate the charge that would be made to Soham Town Council. They will then meet with them to negotiate the takeover of these cameras.

7. TO NOTE THE WORK BEING UNDERTAKEN ON THE NEW GDPR AND THE IMPLICATIONS FOR THE COUNCIL

The Clerk explained to members the implications of the new GDPR and the work required to ensure the Council was compliant. The Mayor proposed the Clerk be given approval to put all the necessary documents and procedures in place. This was seconded by Cllr Pearson and unanimously approved. The Council will also need to appoint a Data Protection Officer, which the Clerk cannot undertake. CPALC were offering this service, but unfortunately you have to be a member to be able to take this up. Cllr Every suggested the Clerk contact Cambridgeshire Acre, as she thought they were offering this service.

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COMMITTEE CHAIRMAN
16th July 2018

8. TO APPROVE THE ANNUAL INCREASE TO THE LOCAL NEEDS HOUSING SCHEME RENT BY THE RATE OF INFLATION AT THE END OF JANUARY 2018, WHICH IS 4% AND WILL INCREASE THE MONTHLY CHARGE TO £38.95

The Mayor proposed approval of the annual increase of the Local Needs Housing Scheme rent by the rate of inflation at the end of January 2018, which was 4%. This would increase the monthly charge to £38.95. This was seconded by Cllr Lindsay and unanimously approved.

9. POSSIBLE SECTION 106 APPLICATIONS

There were no new possible Section 106 applications to discuss.

Cllr Yates left the room whilst this item was discussed.

10. TO SET THE TENANCY CRITERIA FOR THE LETTING OF THE MALTINGS COTTAGE

The Clerk had requested members agree the criteria for the letting of the Maltings Cottage. Members discussed the evaluation criteria that had been drawn up already. They agreed this was acceptable, with the addition of an extra heading, ‘How will it benefit the community’. This would have a weighting of 5%. Once this had been added on, Cheffins, Savills and Carter Jonas would be contacted in relation to letting this building, using these criteria.

11. COMMUNICATIONS/PR

Cllr Every reported this working group had not met. Once the new committees and working groups had been formed a meeting will be arranged. Cllr Every said that one of the new TIC staff may be able to assist with the Council’s Facebook. Cllr Rouse agreed to look at fixing dates for the Community Forum for his Mayoral year.

12. HEALTH AND SAFETY ISSUES

Zurich Engineering – Inspection summary for the wheel chair lift in Court room – no defects. This was noted.

13. PERSONNEL ISSUES

Due to the confidential nature of this item, it will be discussed in committee at the end of the meeting.

The Mayor proposed that in view of the confidential nature of the business to be transacted, regarding agenda item 13, that this be considered in private and that the power of exclusion of the public under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 be exercised. This was seconded by Cllr Rouse and agreed to go into Committee at the end of the meeting.

14. ANY OTHER BUSINESS

Cllr Rouse informed members that he was involved in the arrangements for the commemoration events to mark the centenary of the end of WW1 on the 11.11.18. He was looking at using the Council’s beacon for the evening event.

6. DATE OF NEXT MEETING

The next meeting will be on Monday 16th July 2018 at 7.00 pm.

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COMMITTEE CHAIRMAN
16th July 2018