

**CITY OF ELY COUNCIL  
PERSONNEL, FINANCE AND GOVERNANCE COMMITTEE  
MINUTES OF A MEETING HELD AT 7.00 PM ON  
5TH NOVEMBER 2018**

---

**PRESENT:**

The Mayor, Cllr M Rouse  
Cllr R Hobbs

Cllr E Every  
Cllr P Moakes

Cllr I Lindsay  
Cllr A Arnold

**1. APOLOGIES**

Apologies were received from Cllrs Friend-Smith and Phillips.

**2. DECLARATIONS OF INTEREST**

Cllrs Lindsay and Rouse declared a personal interest, as trustees, in item 9 regarding the discussion of Ely Museum. They signed pages 219 and 220 respectively, of the Register of Members Interest Book. They did not take part in the discussion of this item.

**3. MINUTES OF THE LAST PERSONNEL, FINANCE AND GOVERNANCE COMMITTEE MEETING (HELD ON THE 10TH SEPTEMBER 2018) & MATTERS ARISING**

Minutes of the last Personnel, Finance and Governance Committee meeting held on the 10th September 2018, were agreed and signed as a true record. Pages PFG 54 and 55 refer.

Matters arising:- Cllr Every said the presenting of the grant cheques at the Civic Service, by the Mayor had been a great platform to publicise the grant process. It was very informative receiving the history behind the grants and how this is funded from the shared equity housing scheme rents. The Mayor said he had been very pleased with service and presentations.

**4. BUDGET UPDATE AND FIRST DRAFT OF BUDGET FOR 2019/2020**

Members noted the budget update, dated the 29th October. There were no variances of concern. Members also considered the first draft of the proposed budget for 2019/2020. This was discussed at great length and a second draft would be considered at the next meeting on the 3rd December. Cllr Every suggested the Council may wish to consider appointing a Town Centre Ranger for approximately 16 hours per week. She agreed to draft a job description for this. Members felt that this was a role that could perhaps be incorporated into other duties of the Council, such as the watering of the hanging baskets etc. It was agreed that this should be raised at the next Tourism and Town Centre Committee meeting. The Clerk was requested to obtain projected CIL figures from ECDC.

**5. TO CONSIDER DISCUSSION PAPER FROM CLLR PHILLIPS REGARDING GOVERNANCE ISSUES**

Members discussed Cllr Phillips' paper regarding Governance Issues. The Mayor had produced comments in relation to this and explained these. It was agreed to recommend to the next Full Council meeting that the process for the election of Mayor and Deputy Mayor be changed. In future the Clerk would provide every councillor with a form in December, which will allow each councillor to make a declaration as to whether they wished to stand for the election of Mayor or Deputy Mayor. Once these are received, a further form will be given to those wishing to stand to allow them to obtain a proposer and seconder for them to be considered for election. All nominations will then be considered at the February Full Council meeting. It was agreed that with regard to the Committees that the Working Group would need to meet again to discuss how these should be moved forward. The Mayor will provide his comments for them to consider these in their discussions. The Working Group will need to provide final recommendations by September 2019.

.....  
COMMITTEE CHAIRMAN  
3rd December 2018

## **6. COMMUNICATIONS/PR**

The Communications/PR Working Group had still not met. Cllr Every informed members of the Community Forum on the 27th November. The topic will be community safety.

## **7. HEALTH AND SAFETY ISSUES**

Members noted the Zurich Insurance inspection summary for the stairlift – no defects and the lift – 3 defects. The Clerk informed members she had emailed the Express Lifts regarding the defects identified and requested that these be rectified as a matter of urgency. Unfortunately, she had not received a response from them. She will chase them again.

## **8. PERSONNEL ISSUES**

The Clerk informed members the staff evaluation had now been ordered and the process has now commenced.

## **9. ANY OTHER BUSINESS**

Cllr Arnold informed members she had been approached by a representative of the Royal British Legion regarding future Remembrance Sunday Parades. The RBL has informed all their branches of the following “Remembrance Parades are civic events – that means that local authorities are the official ‘event organiser’, with the Royal British Legion assisting in event delivery. The Legion’s role in Remembrance Parades is ‘facilitator’, as taking on ‘organiser’ status means that we would be accepting liability for any incidents that may take place, which would be outside of our control to manage.” Members agreed that this Council could take responsibility as the organiser of the Parade, with the RBL being the facilitator. The local representative had confirmed they will continue to undertake all the arrangements, apart from the traffic management aspect of this event. It was agreed to recommend this to the next Full Council meeting. It was also agreed that as this was an event the Tourism and Town Centre Manager would take responsibility for this.

Cllr Moakes suggested that this Council should consider purchasing an empty shop within the City Centre, with CIL funding. It could then promote small/new businesses with pop up shops and artists workshops. It was agreed this would be passed to the Tourism and Town Centre Committee and if they supported this it would then be considered at the next CIL meeting as to whether it would be suitable for funding.

The Clerk informed members of an email she had received from the Perspective Group regarding the possibility of them registering their company at the Council’s address. The Clerk confirmed she had told him this was not an option and given several reasons for this. They had however, requested the members considered their request, hence the reason for raising at this meeting. Members unanimously support the Clerk in her response to them and gave her authority to go back to them, confirming that the Council would not agree to their request.

The Clerk informed members she had received the renewal quote from Zurich for the insurance. There is currently an agreed three year contract, with the option to extend by 2 years. However, the renewal is cheaper if the Council enters into a new three year contract. Cllr Hobbs proposed the quote for a new three year agreement with the extension option at a cost of £10228.01 be accepted. This was seconded by Cllr Arnold and unanimously approved.

.....  
COMMITTEE CHAIRMAN  
3rd December 2018

**9. Any other business continued .....**

Cllr Every tabled a report requesting an underwriting pledge from the Council to support the redevelopment of the Ely and District Museum. She requested that the final balance of £65,000, as part of a £2.1 million bid to the HLF be underwritten by the Council until the end of the project, ie 31st August 2021. As two of the members of the Committee had declared an interest, there were only two Committee members present which meant it was inquorate. This could also not wait until the next Full Council meeting, as the deadline for this confirmation was needed before then. The two councillors agreed to put this to all councillors by email, with a copy of the report, to request confirmation as to whether they would support this. If a majority was received the support would be officially given to Ely Museum.

**10. DATE OF NEXT MEETING**

The next meeting will be on Monday 3rd December 2018 at 7.00 pm.

.....  
COMMITTEE CHAIRMAN  
3rd December 2018