

**CITY OF ELY COUNCIL  
PERSONNEL, FINANCE AND GOVERNANCE COMMITTEE  
MINUTES OF A MEETING HELD AT 7.00 PM ON  
10TH JUNE 2019**

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**PRESENT:**

The Mayor, Cllr M Rouse  
Cllr E Carlsson Brown  
Cllr E Every

Cllr A Whelan (Chair of Committee)  
Cllr S Austen  
Cllr A Arnold

Cllr C Phillips  
Cllr C Whelan

**1. APOLOGIES**

Apologies were received from Cllr Lindsay.

**2. TO ELECT A VICE-CHAIRMAN**

Cllr Phillips proposed Cllr Carlsson Brown be nominated as the Vice-Chairman. This was seconded by Cllr Rouse and unanimously approved. Cllr Carlsson Brown was formally appointed as the Vice-Chairman of this Committee.

**3. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**4. MINUTES OF THE LAST PERSONNEL, FINANCE AND GOVERNANCE COMMITTEE MEETING (HELD ON THE 29TH FEBRUARY 2019) & MATTERS ARISING**

Minutes of the last Personnel, Finance and Governance Committee meeting held on the 29th February 2019, were agreed and signed as a true record. Pages PFG 61, 62, 63 and 64 refer.

There were no matters arising.

**5. TO REVIEW THE COMMITTEE'S TERMS OF REFERENCE**

Members reviewed the Committee's Terms of Reference and unanimously approved these, subject to the amendment to point 14. This should read 'Develop the Council's financial and business plan'.

**6. BUDGET UPDATE**

Members noted the budget update, dated the 30th April 2019. There were no variances of concern. Members agreed to carry forward the underspend on the grants for 2018/2019 into the current year's budget.

**7. TO CONSIDER PROPOSAL FROM LGRC TO DEVELOP A FORWARD STRATEGIC BUSINESS PLAN AND DELIVERY ACTION PLAN**

The Clerk, Cllr Every and the Mayor gave background information on this for the new councillors. Cllr Lindsay proposed members accept this proposal and quotation for £4,950 plus VAT. This was seconded by the Mayor and unanimously approved. It was also agreed to task the Communications and PR Working Group to consider different options to consult with parishioners. They would also look at how the Council would engage more effectively. Once this has been undertaken, they will report back to a Personnel, Finance and Governance Committee meeting.

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COMMITTEE CHAIRMAN

12th August 2019

**8. TO REAPPOINT THE INTERNAL AUDITOR**

The Clerk requested members reappoint the Internal Auditor for the financial year 2019/2020. This was unanimously agreed.

**9. SHARED EQUITY HOUSING ISSUES**

Members reviewed the charge for the re-sale of a shared equity scheme property and unanimously agreed that this should remain unchanged at a fixed fee of £600 plus VAT or 0.5% of the selling price, whichever is the lesser amount. This will continue to be reviewed on an annual basis.

**10. COMMUNICATIONS/PR**

There were no further issues to discuss in relation to this Working Group, as raised under agenda item 7.

**11. HEALTH AND SAFETY ISSUES**

Members noted the Zurich Insurance inspection of the stairlift and lift within Sessions House, which had no defects.

**12. PERSONNEL ISSUES**

Estates Team Staffing – The Clerk informed members that as the vacancy for the Seasonal Estates Technician has not attracted suitable candidates a proposal to change this position to a permanent 10 hours per week role should be considered. This will ensure a permanent staff member for the Team within the same budget. Members unanimously agreed this would be a better option and this would be recommended to the next Full Council for formal approval. It was felt that this role may be adapted and hours increased if it was necessary to help undertake the watering of the hanging baskets.

Maltings – The Clerk requested members formally appoint Miss L Howell to the permanent position of Venue Manager, as her temporary contract is now due for review. The Mayor proposed she be offered this position on a permanent basis. He felt that she had performed to a very high standard and formed a very good team at the Maltings. This was seconded by Cllr Phillips and unanimously approved. This will be recommended to the next Full Council for formal approval, with an incremental point increase to her salary, subject to there being capacity within the Maltings salaries budget. The Mayor also proposed the Clerk commence the recruitment for an Assistant Venue and Marketing Manager. This was seconded by Cllr Phillips and unanimously approved. It was agreed the successful candidate should have marketing experience, as this would improve the marketing of the Maltings.

**13. ANY OTHER BUSINESS**

There was no any other business.

**14. DATE OF NEXT MEETING**

The next meeting will be on Monday 12th August 2019 at 7.00 pm.

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COMMITTEE CHAIRMAN  
12th August 2019