

**CITY OF ELY COUNCIL  
PERSONNEL, FINANCE AND GOVERNANCE COMMITTEE  
MINUTES OF A MEETING HELD AT 7.00 PM ON  
12TH AUGUST 2019**

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**PRESENT:**

The Mayor, Cllr M Rouse

Cllr C Phillips

Cllr S Austen (arrived at 7.15 pm)

Cllr E Carlsson Brown (Vice-Chair of Committee)

Cllr I Lindsay

**1. APOLOGIES**

Apologies were received from Cllr A Whelan.

**2. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**3. MINUTES OF THE LAST PERSONNEL, FINANCE AND GOVERNANCE COMMITTEE MEETING (HELD ON THE 10TH JUNE 2019) & MATTERS ARISING**

Minutes of the last Personnel, Finance and Governance Committee meeting held on the 10th June 2019, were agreed and signed by the Vice-Chairman as a true record. Pages PFG 65 and 66 refer.

Matters arising:- Page PFG 65, Item 7 – Cllr Lindsay asked if a date had been set for the strategic planning day. The Clerk confirmed it would probably be held on the 7th September.

Page PFG 66, item 12 – The Mayor felt the team at the Maltings was working very well together and had recently had some very successful events.

**4. BUDGET UPDATE**

Members noted the budget update, up to the 30th June 2019. There were no variances of concern. The Clerk explained that due to work load, she had been unable to provide an update to the 31st July. She will complete this as soon as possible. The Clerk will also recode bank charges, which had been coded to the wrong heading.

**5. TO CONSIDER QUOTE FOR CYBER INSURANCE**

Councillor Lindsay had raised this with the Clerk, following his attendance at a CAPALC conference where this issue had been highlighted. The Clerk had obtained a quote for this. Cllr Lindsay proposed this be accepted and this was seconded by the Mayor. The Clerk would clarify if this covered the councillors' emails.

**6. TO CONSIDER INVESTMENT POLICY**

The Clerk had produced a draft Annual Investment Strategy. Members unanimously agreed to accept this first draft, with the Clerk adding more details and then recirculating to members for comments.

**7. COUNCIL'S BUSINESS PLAN**

Members unanimously agreed the Strategic Plan needs to be completed before the Council can update the Business Plan.

**8. SHARED EQUITY HOUSING ISSUES**

There were no issues to discuss.

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COMMITTEE CHAIRMAN

7th October 2019

**9. COMMUNICATIONS/PR**

Future of Community Forums – Members discussed whether the Community Forum meeting should continue and various other suggestions were made as to how to engage with the community. It was agreed that as the Communications and PR Working Group would be meeting on the 9th September and they had been tasked to consider different options to consult with parishioners, that the continuation of these meetings would be included in the discussions of this meeting. It would be discussed in the context ‘Are Community Forum meetings a way forward, or is there an alternative.’ The Clerk had felt that the Community Forum meetings were a good way to consultation with parishioners in relation to possible CIL projects.

**10. HEALTH AND SAFETY ISSUES**

There were no issues to discuss.

**11. PERSONNEL ISSUES**

Tourism & Town Centre – It was agreed the Working Group would look at the structure and how to deliver this service.

Maltings – The Clerk informed members the vacancy for an Assistant Venue Manager had not been filled. It had been agreed to re-advertise this at the beginning of September.

**12. ANY OTHER BUSINESS**

Cllr Lindsay reminded members this Committee should be tasked with taking the lead on the further consultation regarding the pension scheme.

The Clerk informed members there had been amendments to the model financial regulation templates. These were noted and it was agreed they would be amended when the annual review is undertaken.

The Clerk also informed members of the minor amendments to the LGPS Discretions Policy. The Clerk will amend the Council’s Policy and resubmit to the LGPS.

**14. DATE OF NEXT MEETING**

The next meeting will be on Monday 7th October 2019 at 7.00 pm.

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COMMITTEE CHAIRMAN  
7th October 2019