

**CITY OF ELY COUNCIL
PERSONNEL, FINANCE AND GOVERNANCE COMMITTEE
MINUTES OF A VIRTUAL MEETING HELD AT 6.00 PM ON
27TH APRIL 2020**

PRESENT:

Cllr A Whelan
Cllr C Whelan

Cllr E Carlsson Brown
Cllr E Every

Cllr I Lindsay
Cllr R Morgan

1. APOLOGIES

Apologies were received from Cllr Phillips and Cllr Rouse.

2. DECLARATIONS OF INTEREST

There were no declarations of interest.

3. MINUTES OF THE LAST PERSONNEL, FINANCE AND GOVERNANCE COMMITTEE MEETING (HELD ON THE 24TH FEBRUARY 2020) & MATTERS ARISING

Minutes of the last Personnel, Finance and Governance Committee meeting held on the 24th February 2020, were agreed and were taken as signed by the Chairman, as a true record. Pages PFG 74, 75 and 76 refer. There were no matters arising.

4. BUDGET UPDATE

Members noted the budget update, up to the 31st March 2020. The Clerk had produced two different presentations of the budget and it was agreed that in future meetings, the detailed income and expenditure report would be provided to councillors, with a copy of the annual budget – by centre each quarter. The Clerk had also provided a copy of the earmarked reserves. There was a discussion regarding some of the variances and Cllr A Whelan requested the Clerk give details of the end balance of -£16,607 figure, under movement to (from) General Reserves at the next Full Council meeting. Members discussed how this year's budget would cope with the impact of Covid-19. The Clerk is producing figures on the losses the Council will incur during this period.

Cllr Lindsay left the meeting at 6.24 pm, due to technical difficulties and then re-entered the meeting at 6.32 pm. The meeting was not quorate during this period, but no decisions were made during his absence.

5. THE COUNCIL'S STRATEGIC PLAN

A meeting of the Chairs of the Committees and the Clerk had been arranged for the beginning of May, where this will be discussed further.

6. TECHNICAL NEEDS DURING COVID-19 LOCKDOWN

Members discussed how the Covid-19 lockdown was having an effect on members with regards to attending virtual meetings. It was agreed that the Council needed to think long-term, as well as during Covid-19 lockdown and how it goes about making sure everyone can participate. It needs to be clear what equipment could be provided and who would be responsible for it. Cllr Every agreed to obtain a copy of Cambridgeshire County Council's policy on the provision of IT to councillors. This will enable the Clerk to produce a policy for this Council. The Clerk will also contact SLCC and NALC for guidance on this. Due to the new regulations regarding how meetings can be held, being in place for a year, members felt that some meetings may be held remotely in the future, so there is a need to look at long-term needs. It was agreed that any members who were not able to take part in the virtual meetings, due to lack of IT equipment, should contact the Clerk.

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COMMITTEE CHAIRMAN
8th June 2020

7. SHARED EQUITY HOUSING ISSUES

There were no issues to report.

8. COMMUNICATIONS/PR

Cllr Every informed members' that the latest publication of the Elyi had now been delivered to households. This contained the Council's two-page article on how the Council was providing its services during the lockdown. She thanked members for approving the expenditure for this article and the contribution of the content from the staff. She thought it was an excellent piece. The Working Group had a programme of further information regarding the Council, through the Elyi, but this will now take a different format to what had originally been planned.

9. HEALTH AND SAFETY ISSUES

There were no issues to report.

10. PERSONNEL ISSUES

The Clerk informed members of the possibility of the loss of two Council laptops, which had been damaged in a fire. These will be covered under the Council's insurance.

11. ANY OTHER BUSINESS

Cllr Lindsay asked if the grant process timetable needed to be brought forward, due to the financial shortfalls of some charities and organisations within the lockdown. There were various options for funding, that had been provided by Cllr Bellow and this will be provided to these organisations if they contact the Council for funding. It was agreed that the Council could consider the grant process in two parts, with half of the funding being available in each period. This will be discussed further at Full Council as to whether, due to the current circumstances it should be amended for this year.

The Clerk requested members consider the re-appointment of the Internal Auditor for the financial year 2020/2021. This was unanimously agreed.

Cllr Every requested that it be recorded that the Covid-19 Community Hub, which the City Ranger, has been greatly involved in, has been working extremely well in supporting the City's parishioners and thanked all those involved in this.

12. DATE OF NEXT MEETING

The next meeting will be on Monday 8th June 2020 at 6.30 pm.

Due to enforced social distancing caused by the Coronavirus, this meeting took place by video communication, accessed by the Zoom meetings facility.

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COMMITTEE CHAIRMAN
8th June 2020