

**CITY OF ELY COUNCIL
PERSONNEL, FINANCE AND GOVERNANCE COMMITTEE
MINUTES OF A VIRTUAL MEETING HELD AT 7.00 PM ON
26TH OCTOBER 2020**

PRESENT:

Cllr A Whelan
Cllr S Austen
Cllr E Every

Cllr E Carlsson Brown
Cllr I Lindsay

Cllr C Whelan
Cllr M Downey

1. APOLOGIES

No apologies were received.

2. DECLARATIONS OF INTEREST

There were no declarations of interest.

3. MINUTES OF THE LAST PERSONNEL, FINANCE AND GOVERNANCE COMMITTEE MEETING (HELD ON THE 9TH SEPTEMBER 2020) & MATTERS ARISING

Minutes of the last Personnel, Finance and Governance Committee meeting held on the 9th September 2020, were agreed and were taken as signed by the Chairman, as a true record. Pages PFG 83 and 84 refer.

Matters Arising – Item 8 grant applications – Councillors felt there should be a written specification, confirming what will be considered for funding, to organisations when applying for the second phase of grants.

4. TO CONSIDER AND NOTE UPDATED REPORT DETAILING FINANCIAL LOSSES TO THE COUNCIL IN RELATION TO COVID-19

Members noted the updated report detailing the financial losses to the Council in relation to Covid-19, produced by the Clerk. As there are still no funds being allocated to Councils at this level, these losses have to be borne by the Council. This will mean there is still a substantial impact on the Council's finances, with an approximate, current loss of £142,256. It was agreed to include salary costs within this document. These will be included within the next update. Also agreed there should be summary of the details included within the report. The Clerk will continue to update the report on a regular basis.

5. BUDGET UPDATE

Members noted the budget updated, dated the 30th September 2020. As discussed in item 4, income is still considerably less than would have been received over the same period as last year, but expenditure is also lower than normal.

6. TO NOTE THE SITUATION WITH REGARD TO THE COUNCIL'S RESERVES IN CONJUNCTION WITH ITEMS 4 AND 5

Members noted the revised annual budget, which the Clerk had prepared. The annual budget had been recalculated and included a projected heading. This heading included revised figures as projected for the year end. These figures had enabled the Clerk to show a more accurate budget, as a result of Covid-19 and potentially the amount of funding from the reserves the Council would have to find. It was agreed that this was a very financially challenging time for the Council. The Council needed to be robust and remember that when considering anything it does has potential financial consequences, which it needs to constantly monitor. The Clerk will continue to review these figures on a regular basis.

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COMMITTEE CHAIRMAN

7th December 2020

7. TO RECOMMEND A STANDING ORDER IN RELATION TO WORKING GROUPS, WITH REGARD TO NUMBER OF MEMBERS, HOW MANY WORKING GROUPS A COUNCILLOR CAN BE ON, WHEN A WORKING GROUP SHOULD BE FORMED AND WHICH COMMITTEE THE WORKING GROUP REPORTS TO

Councillors discussed this in great detail and agreed to recommend the following Standing Order to the next Full Council:-

A Working Group can be formed by Full Council or a Committee to discuss, explore and develop ideas, as instructed. It must then report back to the Committee, to which it is responsible to or Full Council, with recommendations. It does not have any decision making powers, so cannot make any decisions on behalf of the Council. Any Working Group formed can have a maximum of 6 members. All Working Groups at their first meeting must agree terms of reference and appoint a Chairman.

It was agreed not to set a maximum number of Working Groups that Councillors could be on, at the present time. The Clerk will remove the Sessions House Working Phase II Working Group as this has completed the work it was set up to undertake.

8. UPDATE FROM THE GOVERNANCE WORKING GROUP

A meeting will be arranged in November to review how the new Committees are working.

9. UPDATE REGARDING THE COUNCIL'S STRATEGIC PLAN

The draft Strategic Plan will be circulated to all councillors for their comments. This does not reflect the changes needed in view of Covid-19. A meeting will be arranged shortly.

10. UPDATE FROM CIL WORKING GROUP UPDATE

Cllr Austen informed members a meeting would be held shortly. Members agreed the remit for the CIL Working Group still needed to be clarified and confirmed to all Councillors. It was agreed that the CIL Working Group must report to PF&G first and should not go directly to Full Council. The Working Group needs to consider what the CIL funds will support of the Council's Strategic Plan and needs to firm up how potential projects are processed.

11. YOUTH STRATEGY WORKING GROUP UPDATE

Cllr C Whelan reported on the last Working Group meeting. She had written to schools asking for students to write about what they felt about lockdown and the pandemic. This could be in the form of a poem or essay etc. The work will be displayed and could be fed into a wider project on the Thoughts of Lockdown.

12. COMMUNICATIONS/PR

The Communications/PR Working Group had not met. Cllr Every informed members that the latest edition of the Elyi Magazine was about to be published. Members agreed by contributing to this magazine it was helping to raise the profile of the Council.

13. HEALTH AND SAFETY ISSUES

There were no health and safety issues to report.

14. PERSONNEL ISSUES

There were no personnel issues to discuss.

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COMMITTEE CHAIRMAN
7th December 2020

15. ANY OTHER BUSINESS

An email to the Clerk from Cllr Morgan was discussed and it was agreed this should be referred to the Assets Committee for their next meeting.

The Press and Media Policy prepared by the Clerk was agreed, with one amendment. This will be recommended to the next Full Council meeting for approval and adoption.

The Virtual Council Meetings Policy, prepared by the Clerk was agreed. This will be recommended to the next Full Council meeting for approval and adoption.

16. DATE OF NEXT MEETING

The next meeting will be on Monday 7th December 2020 at 7.00 pm.

The meeting was closed at 8.35 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
7th December 2020