

**CITY OF ELY COUNCIL  
PERSONNEL, FINANCE AND GOVERNANCE COMMITTEE  
MINUTES OF A VIRTUAL MEETING HELD AT 7.00 PM ON  
7TH DECEMBER 2020**

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**PRESENT:**

Cllr A Whelan  
Cllr S Austen  
Cllr E Every

Cllr E Carlsson Brown  
Cllr M Downey  
Cllr C Phillips

Cllr C Whelan  
Cllr I Lindsay

**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 26TH OCTOBER 2020) & MATTERS ARISING**

Minutes of the last Personnel, Finance and Governance Committee meeting held on the 26th October 2020, were agreed and were taken as signed by the Chairman, as a true record. Pages PFG 85, 86 and 87 refer.

There were no matters arising.

**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. There is still a substantial impact on the Council's finances, with an approximate, current loss of £143,733. Salary costs are now included within this document. The Clerk will continue to update the report on a regular basis.

**5. BUDGET UPDATE**

Members noted the budget updated, dated the 30th November 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. Members went through the proposed budget for 2021/22. With three amendments, it was unanimously agreed to recommend to the next Full Council, the acceptance of this budget. The proposed precept would be £613,419. This would be a 2% increase on the current precept. Councillors agreed that although this budget had a deficit of £68,805, it had to be a realistic budget. The deficit would be offset by the Council's reserves for this year only. This was not something that was sustainable for future years. The Clerk would draw up a plan to document how the Council will replenish the reserves used in the next financial year. It was also agreed that there would be fortnightly meetings with regard to the Maltings and Oliver Cromwell House to regularly review the expenditure of each of these sites. Due to the current restraints both of these sites were experiencing, this would ensure close monitoring. This would involve the Chairman of the Council, Chair of PF&G, Chair of T&TC, Chair of Assets, the Clerk, the Deputy Clerk and the Tourism & Town Centre Manager.

**6. UPDATE FROM THE GOVERNANCE WORKING GROUP AND DISCUSSION OF THE RECOMMENDATIONS WITH REGARD TO THE REVIEW OF THE COMMITTEES**

Cllr C Whelan presented the notes of the Governance Working Group meeting held on the 23rd November. It was unanimously agreed to recommend to the next Full Council, the acceptance of the recommendations of this Working Group. These being that all Committee membership should be increased from 5 to 6 Councillors, consisting of 5 members and a Chair. Each Committee will have 2 named Substitutes. A Christmas Lights Sub-Committee will be formed, consisting of Councillors and volunteers from the Christmas Lights and Switch-On event groups, the Deputy Clerk and Tourism and Town Centre Manager. This will report to both the Assets and Tourism & Town Centre Committees. Adoption of the draft Standing Orders in relation to all these proposed changes, drafted by the Clerk, will also be recommended for formal approval. Training will also be provided to support Councillors in these roles.

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COMMITTEE CHAIRMAN  
18th January 2021

## **7. UPDATE FROM THE COUNCIL'S STRATEGIC PLAN WORKING GROUP**

Following a couple of amendments, 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.

## **8. UPDATE FROM CIL WORKING GROUP UPDATE**

Cllr Austen presented the notes of the CIL Working Group meeting held on the 24th November. It was agreed to recommend to the next Full Council the approved funding requests from CIL for the Queen Adelaide Village Hall for £8,875 and the Climate & Environment Committee for £71,000, for the LHI scheme proposals for 21/22. It was felt that there was still some confusion as to the status of this Working Group, its Terms of Reference and agreed process for applications for funding. It was agreed to refer this to the Governance Working Group for clarification on all these matters.

## **9. UPDATE FROM THE INCLUSIVITY WORKING GROUP**

Cllr A Whelan presented the notes of the Inclusivity Working Group held on the 28th October. The Group had considered ECDC's consultation on their Equality, Diversity and Inclusion Policy. These comments will be submitted to ECDC from the Council.

## **10. UPDATE FROM THE COVID-19 WORKING GROUP**

The Group had not met, but Cllr Every had produced a paper with a recommendation to merge the Covid-19 Working Group and the North of Ely Community Facility Working Group. It was unanimously agreed that this paper would be considered by the Governance Working Group. It was agreed that in the meantime the Terms of Reference contained within this report, would be adopted by the Covid-19 Working Group. As the North of Ely Community Facility Working Group had not yet met, Cllr Carlsson Browne, would call a meeting of this Group to determine their Terms of Reference and draft a plan to drive this Group forward.

## **11. YOUTH STRATEGY WORKING GROUP UPDATE**

There had been no meeting of the Youth Strategy Working Group.

## **12. COMMUNICATIONS/PR**

Nothing to report.

## **13. HEALTH AND SAFETY ISSUES**

There were no health and safety issues to report.

## **14. PERSONNEL ISSUES**

There were no personnel issues to discuss.

## **15. ANY OTHER BUSINESS**

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

The annual review of the Council's Policies and Procedures would need to be undertaken shortly. It was agreed this would be undertaken by the Mayor and the Clerk would email all Councillors to obtain 2 other volunteers to assist her with this process.

The Clerk had requested Councillors note that to proceed with the procurement process for the replacement of the chairs at the Maltings, there would be a cost of £3800. There was no budget heading for this, but the Clerk wanted the Councillors to be aware that this would have to be absorbed in the budget, if this was to move forward. Councillors agreed that this would be acceptable and was unavoidable as the process had to commence as soon as possible.

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COMMITTEE CHAIRMAN  
18th January 2021

**15. ANY OTHER BUSINESS CONTINUED .....**

The Clerk informed Councillors of the email received from the Ely/Ribe Association regarding proposals to the display and lighting of the Ribe Tapestry in the Maltings. Councillors felt that due to the economic constraints, currently being experienced by the Council and the need to avoid non-essential expenditure, that unless this could be funded by other reserves, it was not felt to be essential at this time. However, it was agreed to refer this request to the Assets Committee for them to ascertain if the future of the Tapestry was in the Maltings and if possible CIL funding could be obtained for these improvements, if it was agreed they should be implemented.

**16. DATE OF NEXT MEETING**

The next meeting will be on Monday 18th January 2021 at 7.00 pm.

The meeting was closed at 8.45 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  
18th January 2021