



CITY OF ELY COUNCIL

DECISION LIST FROM THE VIRTUAL PERSONNEL, FINANCE & GOVERNANCE COMMITTEE MEETING HELD ON THE 18TH JANUARY 2021 AT 7.00 PM

DECISION LIST DATED 25.01.21, SUBJECT TO CALL IN AS PER THE COUNCIL STANDING ORDER 4. s – LAST DAY FOR CALL IN 29.01.21

AGENDA ITEM NO	ITEM	ISSUE	DECISION	ACTION BY
4	To Consider and Note Updated Report Detailing Financial Losses to the Council in Relation to Covid-19	To consider and note the updated report detailing financial losses to the Council in relation to Covid-19.	Councillors noted the updated report. This showed there was a loss of £128,838 up to the 31.12.20. This will be updated on a monthly basis. This will increase in January due to both the Maltings and OCH being closed for the whole of January.	TC
5	Budget Update	To note the budget update	Councillors noted the budget updated, dated the 31.12.20.	TC
7	Update from the Council's Strategic Plan Working Group	To receive an update from the Council's Strategic Plan Working Group.	Cllr A Whelan still needs to circulate the draft Strategic Plan to all councillors for their comments.	AW
8	Update from CIL Working Group and to Re-discuss the Provision of Defibrillators at Council Sites	To receive an update from CIL Working Group and to re-discuss the provision of defibrillators at Council sites	No report as the CIL Working Group had not met. The Clerk had requested members reconsidered the agreed provision of defibrillators within the City as a new one had been provided on Lynn Road, close to where the Council had agreed to site one. These had been approved for CIL funding. Members agreed not to erect the one planned for Lynn Road, but to continue with the other 3 locations. The Clerk will obtain revised quotes for these.	TC
10	Update from the Covid-19 Working Group	To receive an update from the Covid-19 Working Group.	Although the Group had not met, it is now part of the Covid-19 Mutual Aid Group, with 3 councillors having put their name in the public domain for them to support parishioners.	SB, EE, SA

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12	Communications/PR	To receive an update from the Communications and PR Working Group	A written update was provided by the Chairman. A discussion on how this group could be more proactive was undertaken. It was unanimously agreed that the Chair of each Committee needed to liaise directly with the Chairs of all the Working Groups that fall within their Committee. This should ensure that all Working Groups are meeting and being proactive.	All Chairs
13	Update on the Annual Review of the Council's Policies and Procedures	To receive an update on the annual review of the Council's Policies and Procedures	The Clerk had produced a report following the review of all the Council's Policies and Procedures. Members agreed to accept all the recommendations within this. These will be recommended to the next Full Council for approval and adoption.	TC
14	Update on the Annual Review of the Council's Risk Assessments	To receive an update on the annual review of the Council's Risk Assessments	The Clerk informed members, this was currently being undertaken and should be completed within the next 2 weeks	SJ, TC, RD, AB, LH
15	To Note and Approve the Annual Review of the Council's Direct Debit Payments	To note and approve the annual review of the Council's direct debit payments	The Clerk had produced a review of the Council's direct debit payments. This was noted and unanimously approved. This will be recommended to the next Full Council for approval.	TC
16	To Note and Approve the Annual Internal Audit Review by the Mayor and Deputy Mayor	To note and approve the annual internal audit review by the Mayor and Deputy Mayor	The Mayor informed members this had not been undertaken, but she will ensure it is as soon as possible. Once it has been completed it will be emailed to members for approval, so it can be formally approved at the next Full Council meeting.	SA, RM
17	To Note and Approve the Annual Review of the Risk Management Procedures	To note and approve the annual review of the risk management procedures	The Clerk had produced the review of the risk management procedures. This was noted and unanimously approved. This will be recommended to the next Full Council for approval.	

AGENDA ITEM NO	ITEM	ISSUE	DECISION	ACTION BY
18	To Discuss the Process and Content for the Annual Parish Meeting to be Held on the 29th March 2021	To discuss the process and content for the Annual Parish Meeting to be held on the 29th March 2021	The Clerk had requested a discussion of how this meeting would be undertaken. She had proposed this be undertaken by Zoom, with live streaming to Facebook and You Tube. This was unanimously agreed. The APM Booklet will also be produced and organisations receiving grants this financial year, will once again be invited to attend and explain what their grant was spent on.	TC All Chairs
19	To Consider Report from Cllr Morgan Suggesting the CIL Working Group Becomes a Sub-Committee of Personnel, Finance and Governance and Has a Clerk Attend the Meeting	To consider report from Cllr Morgan suggesting the CIL Working Group becomes a Sub-Committee of Personnel, Finance and Governance and has a Clerk attend the meeting	The Clerk explained she had advised Cllr Morgan to put this report forward as the CIL Working Group should be a Sub-Committee due to the amount of funds it deals with. The Clerk reiterated that due to workload, Working Groups would not have a Clerk present. Members discussed the importance of this Group and that at present the Working Group was not working very well. Cllr Carlsson Browne proposed it should be a Sub-Committee. This was seconded by Cllr Austen and unanimously approved. It was also agreed this would be clerked by Mrs Pickering. The Clerk informed members that the Clerk of this Sub-Committee could not be expected to take responsibility for its decisions and that CIL training should be sought. This could be for both members and the Clerk of the Sub-Committee. It was also agreed that moving forward the Sub-Committee needed to produce a plan for future projects from CIL funding and this needs to be linked to the Council's Strategic Plan. The Clerk reminded members that part of CIL funding allocation was to ensure that the Council had consulted with parishioners about possible projects. The Sub-Committee would need to ensure that this was undertaken, when appropriate.	TC CIL WG members MP
22	Any Other Business	To receive any other business	The Clerk informed members no applications had been received for the second phase of the grant's application process. This will be publicised on the website and the Council's Facebook page	TC