



CITY OF ELY COUNCIL

DECISION LIST FROM THE PERSONNEL, FINANCE & GOVERNANCE COMMITTEE MEETING HELD ON THE 14TH AUGUST 2023 AT 7.00 PM AT SESSIONS HOUSE, LYNN ROAD, ELY

DECISION LIST DATED 16.08.23, SUBJECT TO CALL IN AS PER THE COUNCIL STANDING ORDER 4. s

AGENDA ITEM NO	ITEM	ISSUE	DECISION	ACTION BY
3	Minutes of the last Personnel, Finance & Governance Committee meeting (held on the 12th June 2023) and Matters Arising	To consider the minutes of the last meeting and matters arising	Minutes of the last Personnel, Finance and Governance Committee meeting held on the 12th June 2023, were agreed subject to the correction on page 141, item 19 being seconded by Cllr Phillips to Cllr Ní Dhónaill, and were signed by the Vice-Chairman, as a true record. Pages PFG 139, 140 and 141 refer.	
5	Budget Update	To note the budget update	The budget updates up to the 31.07.23 were noted. The Clerk provided explanations on two headings as to why these were overspent. There were no other significant variances that members had concerns with.	
6	Update from the Governance Working Group	To receive an update from the Governance Working Group	The Governance Working Group had not met. The Clerk will email the members of this Group to set up meeting date.	Clerk
7	Update from the Council's Strategic Plan Working Group	To receive an update from the Council's Strategic Plan Working Group	Cllr Ní Dhónaill informed members the Working Group had met and members noted the draft document that had been prepared with regard to the Strategic Plan and how to move this forward. They were still in the process of finalising the terms of reference for the Group. The list of organisations the Council is represented on will be amended. Cllr Moss-Eccardt asked if the Council had undertaken a review of its services as agreed at the Personnel, Finance & Governance meeting on the 23 January 2023. The Clerk confirmed this had not been undertaken and after a lengthy discussion it was agreed the review would be built into the process which will result in forming the Strategic Plan to move it forward. The RFO agreed to meet with Cllr Moss-Eccardt to show him all the financial processes that are followed.	Strategic Working Group Clerk/Cllr Moss-Eccardt

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8	Update from CIL Sub-Committee and to receive CIL Expenditure Analysis Update	To receive an update from the CIL Sub-Committee and to receive CIL expenditure analysis update	Cllr Phillips presented minutes of the meeting of the Sub-Committee, held on the 3rd July 2023, which were noted and approved. It was agreed that the approved project fund of £47,000 for the failed Local Highways Bids, was no longer required and should be put back into the available CIL funds. The amount allocated for the No 9 bus service, was still awaiting confirmation from Cllr Denness, as she had agreed to speak to the Combined Authority Mayor as to the future plans for this service. Once this was known a decision could be made as to whether this amount still needed to be ringfenced. If it was no longer required it would be agreed it would also be put back into the available CIL funds. The request for CIL funds with regards to the Ely Eel Rock Installation for £7,000 had not met the criteria and was recommended for refusal. Cllr Ní Dhónaill proposed these three recommendations be approved at the next Full Council. This was seconded by Cllr Moss-Eccardt and unanimously approved. The CIL expenditure analysis update, dated the 1st August was noted.	Full Council
9	Update from the Inclusivity Working Group	To receive an update from the Inclusivity Working Group	Cllr Gardner presented notes of the meeting held on the 22nd June which were noted. Ely Pride had been very successful. Members discussed the purchasing of a Pan African flag to mark Black History month. It was proposed by Cllr Moss-Eccardt that the Council purchases this flag and this was seconded by Cllr Ward. This was unanimously agreed and will be recommended to Full Council for approval. The Clerk informed members that the planning application to fly this flag would be submitted shortly. Members felt there should be an information board that explains what the flag represents and why it is flying for the month. The Clerk will obtain permission from ECDC to attach this to the railings near the flagpole. Members also felt it would be nice to have an event which would mark the raising of the flag. Cllr Phillips said that Cllr Denness was going to contact Cambridge University to see if there would be someone willing to attend and speak on this subject.	Full Council Clerk Cllr Denness

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10	Update from the North Ely Hub and Community Working Group	To receive an update from the North Ely Hub and Community Working Group	The Working Group had not met. However, the Clerk had emailed the developer for an update and had been informed that unfortunately they had made no further progress since their last communication with the Council. They had suggested that Cheffins be contacted to see if they could give a further update. The Clerk had emailed them but had not received any response. She will chase them again. The Working Group will arrange a meeting very shortly.	Clerk Working Group
11	Update from the Youth Lead	To receive an update from the Youth Lead	Cllr Gardner had produced the Ely Children and Young People's Action Plan 2023-2025. Members fully supported the recommendations of this Plan. Cllr Moss-Eccardt proposed this be recommended to Full Council for approval and adoption. This was seconded by Cllr Ward and unanimously agreed.	Full Council
13	To receive a report from the Neighbourhood Plan Review Working Group	To receive a report from the Neighbourhood Plan Review Working Group	This item was deferred to the next meeting as Cllr Wade was not present to present the report for consideration.	PF&G
14	Update from the Communications & PR Working Group	To receive an update from the Communications and PR Working Group	The notes of the meeting of the Working Group held on the 4th July were noted. Facebook posts regarding the town centre and the City of Ely Council's responsibility for this were discussed. The Clerk informed members that she had a discussion with the Tourism and Town Centre Manger regarding these and had suggested that a message be put on both the Facebook page and website of Visit Ely to inform the public that although the City of Ely Council works closely with the City's traders, it does not have any responsibility for the condition of the town centre and if there are concerns or complaints they should contact East Cambs District Council, who are responsible. It was agreed the Working Group would prepare a procedure for dealing with comments or FOI requests from Facebook in the future.	C&PR Working Group

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14	Update from the Communications & PR Working Group	To receive an update from the Communications and PR Working Group	The reformation of Councillor drop-in surgeries was also discussed. The Clerk provided background information as to how these had been undertaken in the past. It was felt that these would be very useful to have and would raise the profile of the Council. These could be undertaken alongside existing events such as Ely Pride or the Green Fair. The Working Group will discuss this at their next meeting and draw up a schedule of dates, which councillors could confirm their availability for.	C & PR Working Group
15	To Consider Letter from Ely Museum Regarding their Annual Grant	To consider letter received from Ey Museum	The letter from Ely Museum was noted. They had requested the Council consider a rise to the amount of annual grant that it gives to the Museum and stated reasons for this. Although members wished to support the Museum any decision to increase this grant would have to be considered as part of the budget planning for the next financial year. There was currently no money available to increase the budget during the current financial year, but at the end of the year the Council could assess if there was any underspend that could be given to them. Cllr Ní Dhónaill proposed this be recommended to Full Council for approval. It was seconded by Cllr Ward and unanimously approved. A response to this effect will be sent from the Chairman of the Council.	Full Council Clerk/Cllr Phillips
16	To Consider if the Council Should Sign up to the Civility and Respect Pledge	To consider signing up to the Civility and Respect Pledge	Cllr Gardner explained about the reasons for considering to sign up to this Pledge, as it had also been discussed at the last Inclusivity Working Group meeting. By signing the Pledge the Council would demonstrate that it is committed to treating councillors, clerks, employees, members of the public and volunteers with civility and respect in their role. Cllr Ní Dhónaill proposed a formal motion be added to the next Full Council meeting to pass a resolution to sign up to the Pledge. This was seconded by Cllr Banyard and unanimously agreed.	Clerk/Full Council
17	To Consider Grant Applications for 2023/24	Consideration of grant applications	Members considered the grant applications for 2023/24 and a list of recommendations for awards will be proposed to the next Full Council meeting, which will be attached to the formal minutes of this meeting.	Full Council

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18	To Appoint a Safeguarding Lead for the Council as Detailed in the Council's Child and Vulnerable Adult Protection and Safeguarding Policy	To appoint a Safeguarding Lead	Cllr Ní Dhónaill proposed Cllr Gardner be appointed as the Safeguarding Lead. This was seconded by Cllr Banyard and unanimously approved. Cllr Gardner agreed to review the Policy to ensure it was up to date.	Cllr Gardner
19	To Consider if the Council Would Like to Arrange a Community Safety Forum	To consider if the Council would like to arrange a Community Safety Forum	The Clerk provided background on the presentation given by the Community Safety Partnership to a Full Council meeting held on the 16th January 2023. They would help facilitate a Community Safety Forum but the Council would have to organise it, invite guests and agree a topic for it. It was felt that members should consider possible proposals for this and come back to the next meeting where it will be discussed again. Once the details had been agreed it would then be considered by Full Council.	PF&G