



HENFIELD PARISH COUNCIL
FINANCE RISK & CHANGE GOVERNANCE COMMITTEE

**Meeting of the Finance Risk & Change Governance Committee held on
Wednesday 18th September 2024 at 10:30am in the Committee Room at The Henfield Hall.**

Present: Cllrs J Jones (Chairman), G Perry, M Morgan, R Shaw, J Potts and S Leader.

In attendance: Mrs R Grantham (Operations Manager- OM).

MINUTES

1. **DECLARATION OF MEMBERS' INTERESTS**
None.
2. **APOLOGIES**
Cllr Goodyear.
3. **APPROVAL OF THE MINUTES OF THE MEETING HELD ON 17th JULY 2024**
Approved. Signed and dated by the Chairman.
4. **MATTERS ARISING**
 - a) Cemetery Lighting - Update.
Installation of the new drivers is due to take place on the 24th September.

The Chairman adjourned the meeting.

OPEN FORUM

There were no members of the public present at the meeting.

The Chairman reconvened the meeting.

5. **CHAIRMAN'S ANNOUNCEMENTS**
None.
6. **CONSIDER INSURANCE QUOTES RECEIVED FROM CLEAR COUNCILS AND GALLAGHER**
Quotations were circulated prior to the meeting. The OM explained that she and the Clerk had compared the schedules and tried to ensure they were as similar as possible, but that insurers have slightly differing standard insurance templates. It was clarified that Cyber cover is not included, that is a separate policy that is due for renewal in January 2025. Cllr Morgan recommended that up to date valuations are obtained for the next renewal, especially in regards to buildings and the Museum. Cllr Shaw recommended a broker in Burgess Hill that is used by the Haven. It was generally felt that the cover offered by both companies was comprehensive, therefore it was **PROPOSED** by the Chairman, **SECONDED** by Cllr Morgan and **VOTED ALL IN FAVOUR** to accept the cheaper quotation supplied by Clear Councils for one year of cover (as opposed to the three year deal).

Action Point: The Clerk to instruct Clear Councils to proceed with the one year insurance cover option and to arrange up to date valuations and quotations from the recommended broker for the 2025 renewal.

7. **CONSIDER A REQUEST FOR A CONTRIBUTION TO THE B P GUILD TOWARDS THE TOILET FACILITIES PROVIDED AT THE SUMMER FAIR**
It was confirmed that any contribution made could be taken from this Committee's miscellaneous budget and that this request had come after the event rather than beforehand. It was all agreed that the BP Guild do a lot of good work for the village and therefore the full amount of £306.50 should be paid.

Action Point: The Clerk to arrange payment with the BP Guild.

8. **CONSIDER A REQUEST FROM THE YOUTH CLUB FOR FURTHER FUNDING**

A letter of request was circulated prior to the meeting. Cllr Leader clarified that the funding would enable the SEN and other projects to continue and that the Children and Young People Committee had approved allocation of £5,000 from their Youth Projects budget to the Youth Club. She added that the Youth Club have made a lot of progress and that the sum requested was lower than last year as they have worked hard to obtain other grants. The committee agreed that it is not generally appropriate to fund staff salaries as this could be seen as an ongoing commitment. Cllr Leader offered to speak to the Youth Club manager to confirm that any funding given would be to run specific projects going forward. The Chairman added that often the most important and significant cost of a running a project is staff salary and that it is very difficult to obtain grant funding for ongoing running costs. Cllr Morgan stated that there appears to be less problems caused by young people in the village recently, and that the Council have historically always supported the Youth Club. It was agreed that, as there is money set aside for youth projects and the Council have made a commitment to supporting young people, the request should be approved. It was **PROPOSED** by Cllr Leader, **SECONDED** by Cllr Shaw and **VOTED ALL IN FAVOUR** to approve a request for £5,000 to be paid to the Youth Club from the Youth Projects budget. Cllr Leader added that there are potential projects run by other organisations in the village that could also benefit from funding, particularly in relation to biodiversity.

Action Point: The Clerk to arrange payment to the Youth Club.

Action Point: Cllr Leader to discuss project funding with the Youth Club manager.

9. **CONSIDER THE PURCHASE OF A GAZEBO FOR PARISH COUNCIL EVENTS**

Examples with quotations were circulated prior to the meeting. It was noted that the Youth Coordinator had to use her own camping equipment to have a stall at the BP Guild summer fair on the Kings Field. Cllr Shaw added that weights may also be needed. It was also noted that other groups may have gazebos that could be borrowed, but generally speaking they are likely to often be needed on the same occasions. The issue of storage was also raised. It was agreed that up to £500 could be spent on a gazebo and weights, subject to the works team arranging suitable storage. Cllr Morgan raised that there needs to be long term planning for dedicated storage for the works team and will discuss requirements with them. It was also agreed that the Children and Young People Committee should discuss whether they wish to have their own flutter flags funded from their budget.

Action Point: The OM to discuss types of gazebo and storage with the works team.

10. **APPROVE THE HENFIELD PARISH COUNCIL INTERNAL CONTROLS**

A draft version was circulated prior to the meeting. It was **PROPOSED** by the Chairman, **SECONDED** by Cllr Morgan and **VOTED ALL IN FAVOUR** to approve the Internal Controls. These will need to be taken to Full Council for final approval.

Action Point: The Clerk to include Internal Controls on the agenda for Full Council in October.

11. **MOTION: TO APPROVE THE UPDATED DATA PROTECTION POLICY 2024**

A draft version was circulated prior to the meeting. The OM confirmed there had only been minor changes to wording. It was **PROPOSED** by the Chairman, **SECONDED** by Cllr Shaw and **VOTED ALL IN FAVOUR** to approve the updated Data Protection Policy.

12. **MOTION: TO APPROVE EXPENDITURE OF £2,675 FROM THE CIL RESERVE FOR THE THREE NEW SIGNS AT THE ENTRANCES TO THE VILLAGE**

A report with quotations was circulated prior to the meeting. It was confirmed that the previous signs had lasted for over twenty years. It was agreed that the galvanised option was most appropriate for longevity. The Village Amenities Committee will be considering whether larger flower baskets will be required. It was **PROPOSED** by the Chairman, **SECONDED** by Cllr Shaw and **VOTED ALL IN FAVOUR** to approve expenditure of £2,675 from CIL reserve for the three entrance signs to the village.

13. **MOTION: TO APPROVE THE GDPR OPERATING PROCEDURES**

A draft was circulated prior to the meeting. It was **PROPOSED** by the Chairman, **SECONDED** by Cllr Shaw and **VOTED ALL IN FAVOUR** to approve the GDPR Operating Procedures.

14. **MOTION: TO APPROVE THE RETENTION GUIDELINES FOR HENFIELD PARISH RECORDS**

A draft was circulated prior to the meeting. It was all agreed that the guidelines are suitable, but it was suggested that there is a discussion regarding whether the Clerk is able to delegate authority to the OM in the case of long term absence. It was **PROPOSED** by the Chairman, **SECONDED** by Cllr Morgan and **VOTED ALL IN FAVOUR** to approve the Retention Guidelines.

Action Point: The Clerk to discuss delegation of authority in the case of absence with the Chairman.

15. **CONSIDER THE FREQUENCY OF MEETINGS OF PARISH COUNCIL COMMITTEES**

It was confirmed that the Parish Council office staff are all happy with the current frequency of meetings. Cllr Shaw confirmed that the Plans Advisory Committee had considered meeting monthly instead of fortnightly, but had decided to stay as they are but to cancel if a meeting is not needed. Otherwise, all committee members confirmed that they are also happy with the current arrangements, therefore no changes are needed.

16. **FINANCE**

a) Confirmation of Reconciliation of Bank Accounts (July & August).
Each signed and dated by two Councillors.

b) Internal Controls (To Include Audit Check of Expenditure) – (July & August).
The Committee resolved to carry this over to the next meeting, as there was an error identified.

Action Point: The Clerk to amend the details on the internal controls for July and August and include on the agenda for the next meeting.

c) Budgets For the 2025/26 Financial Year

The Chairman reminded all members that budget planning for the forthcoming financial year must commence in October Committee meetings. She highlighted that consideration must be given to provisions for a new Council works officers van (preferably electric), a new website and village signage.

17. **ANY OTHER URGENT MATTERS TO BE RAISED BY COUNCILLORS**

Cllr Morgan confirmed that the lease is now ready to be signed for the Padel Courts. This had been delayed as there had needed to be some negotiation with the Tennis Club on rights of access.

18. **DATE OF NEXT MEETING**

16th October 2024.

Meeting Closed 11.30am.