

HENFIELD PARISH COUNCIL
FINANCE, RISK & CHANGE GOVERNANCE COMMITTEE

**Meeting of the Finance Risk & Change Governance Committee held on
Wednesday 16th April 2025 at 10:30am in the Committee Room at The Henfield Hall.**

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

In attendance: Mr K Wright (Clerk) and Mrs R Grantham (Operations Manager- OM).

MINUTES

1. **DECLARATION OF MEMBERS' INTERESTS**
None.
2. **APOLOGIES**
None.
3. **APPROVAL OF THE MINUTES OF THE MEETING HELD ON 19th MARCH 2025**
Approved. Signed and dated by the Chairman.
4. **MATTERS ARISING**
 - a) Cemetery Lighting - Update.
The lights are now working and timers are being checked.

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**
 - a) Electric Council Van.
The van has been purchased and is in use by the Works Team. There were some initial charging problems but these are being resolved. The Haven have offered charging at cost at their charging point to reduce the cost of using the car park chargers. It would be preferable to have a charging point at the Hall but access is limited.
6. **APPROVE THE TERMS OF REFERENCE FOR THE DEVOLUTION WORKING GROUP**
A draft was circulated prior to the meeting. It was noted that this may need to change in future as more information becomes available. It may also need to become a standing committee. The Clerk has written to neighbouring parishes for their initial thoughts on taking on additional assets such as the car parks. He has also written to Horsham District Council (HDC) for a list of their assets in Henfield. It was suggested that members of the public could be invited to be involved. A communication plan will be discussed at the next meeting of the working group on the 7th May. Cllr Potts suggested adding 'Identify the legislative and regulatory frameworks for Devolution'.
7. **REVIEW THE PARISH COUNCIL STANDING ORDERS**
A draft was circulated prior to the meeting. The Clerk mentioned that the only amendment was to condense and simplify three sections into one. It was **PROPOSED** by the Chairman, **SECONDED** by Cllr Morgan and **VOTED ALL IN FAVOUR** to recommend the Standing Orders for approval at the Full Council meeting in May.
8. **REVIEW THE PARISH COUNCIL FINANCIAL REGULATIONS**
A draft was circulated prior to the meeting. The Clerk explained that the amendment was to reflect that the UK is no longer part of the European Union, therefore regulations relating to procurement now refer to UK legislation. It was **PROPOSED** by the Chairman, **SECONDED** by Cllr Goodyear and **VOTED ALL IN FAVOUR** to recommend approval of the Financial Regulations to Full Council in May. They will need to be amended again in June once the new Committee has chosen a name.

9. **REVIEW THE EQUALITY & DIVERSITY POLICY**

A draft was circulated prior to the meeting. There are no changes from the previous version. It was noted that the policy states that the effectiveness of the policy will be monitored annually. It was agreed that this should be an agenda item at least once a year. It was **PROPOSED** by Cllr Goodyear, **SECONDED** by Cllr Perry and **VOTED ALL IN FAVOUR** to approve the Equality and Diversity Policy.

10. **REVIEW THE HEALTH & SAFETY GENERAL POLICY**

A draft was circulated prior to the meeting. The only changes to the previous version were to replace the names of individuals with job titles. It was agreed to amend to reflect that the Lead Works Officer has day-to-day responsibility for ensuring that the policy is put into practice for works outside the office, whilst the Clerk and Lead Works Officer share responsibility for providing and maintaining plant, equipment and machinery and ensuring safe storage /use of substances. It was **PROPOSED** by Cllr Potts, **SECONDED** by Cllr Shaw and **VOTED ALL IN FAVOUR** to approve the Health and Safety Policy subject to the agreed amendments.

Action Point: The OM to make the amendments to the policy

11. **REVIEW THE OVERVIEW OF PERSONNEL POLICIES**

A draft was circulated prior to the meeting. It was **PROPOSED** by the Chairman, **SECONDED** by Cllr Morgan and **VOTED ALL IN FAVOUR** to approve the Overview of Personnel Policies.

12. **REVIEW THE RECRUITMENT & SELECTION POLICY**

A draft was circulated prior to the meeting. It was noted that the policy is very prescriptive and that it might be appropriate to maintain some flexibility. It was agreed to add the phrase "to endeavour to" in the key aims heading and "wherever possible and practicable" in the heading for how the aims are to be achieved. It was **PROPOSED** by the Chairman, **SECONDED** by Cllr Shaw and **VOTED ALL IN FAVOUR** to approve the Recruitment and Selection Policy subject to the amendments described.

Action Point: The OM to make the amendments to the policy

13. **DISCUSS THE DIGITAL SCREENS IN THE BUS SHELTER & COOPERS WAY CAR PARK**

Information on running costs was received from HDC. Following discussion it was generally agreed that costs appeared to be high and updating the information could be time consuming. It was felt that the screen would be better updated by Henfield Community Partnership (HCP) as they already run an events calendar. It was agreed to ask Steyning Parish Council what their intentions are for the screens and to find out more about usage from HDC. Cllr Leader will pass the information to HCP.

Action Point: The Clerk to contact Steyning Parish Council and to ask HDC for usage and monitoring information.

14. **CONSIDER AN APPLICATION FOR PARISH COUNCIL FUNDING FROM ST PETER'S CHURCH**

Application details were circulated prior to the meeting. The application is for £6645 funding to replace the Church Hall kitchen and installation of an insulated suspended ceiling. The Clerk explained that there is currently £21970 in CIL funding and we are shortly to receive a further £1259. There is £10,000 earmarked for the Skate Park project and £3,000 for the Leisure Centre doors, leaving enough to fund this project. It was **PROPOSED** by Cllr Morgan, **SECONDED** by Cllr Shaw and **VOTED** six in favour and one against to approve the funding for St Peters Church.

Cllr Leader asked how to access CIL to fund a new path on the Kings Field for access to the Primary School as she does not believe that this work will be carried out as part of the Active Travel Plan and would like to have the work done as soon as possible rather than wait for the outcome of this project. She was advised that if this is a Children and Young People Committee project, they should obtain three quotes for the works and apply for the project to be included on the Infrastructure Delivery Plan. She was also advised that there may be other sources of funding but that an idea of costings is the first step. Alternatively the Primary School could apply in the normal way if it is their project, although they would need to demonstrate that they could fund 40% of the project cost.

15. **DISCUSS THE DECLARATION FOR RIVER RECOVERY**

Cllr Perry explained that the intention is to link up with River Trusts and neighbouring Councils and it is hoped that all interested parties will sign up in order to raise awareness and integrate services. Cllr Perry will circulate further information for more consideration at the next meeting. In addition the flood risk assessments were also discussed. Cllr Perry suggested responding positively in general support but to suggest better maps.

It was agreed to discuss Personnel matters next as two Councillors would need to leave the meeting at 12 o'clock.

The OM left the meeting.

To resolve, under the Public Bodies (Admissions to Meetings) Act 1960, in accordance with Standing Orders s.1 (d) to exclude the press and public on the grounds that the confidential matters to be discussed under item 18 below would be prejudicial in the public interest.

16. **PERSONNEL MATTERS**

This was discussed in closed session.

The OM rejoined the meeting.

17. **FINANCE**

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

b) Internal Controls (To Include Audit Check of Expenditure) – (March).
Each signed and dated by two Councillors

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

Cllr Perry reported that she and Cllr Potts had attended a meeting with North Mead residents who have been advised by Sanctuary Housing that parking permits might be introduced and that they would no longer be able to park commercial vehicles. The outcome of the three month consultation period will be available in June. She added that she has received another request for an HDC parking permit from a High Street resident and would appreciate this being discussed again by the new Committee.

Cllr Morgan suggested writing to WSCC Leader Paul Marshall to express the Parish Council's disappointment about delays and the lack of transparency on the Active Travel project. It was agreed that he would draft a letter for Cllr Goodyear to sign.

Action Point: Cllr Morgan and the OM to draft a letter to WSCC.

19. **DATE OF NEXT MEETING**

21st May 2025.

Meeting Closed at 11.55am.