

HENFIELD PARISH COUNCIL - FINANCE RISK & CHANGE GOVERNANCE COMMITTEE

**Meeting of the Finance Risk & Change Governance Committee held on
Wednesday 18th June 2025 at 10:30am in the Committee Room at The Henfield Hall.**

Present: Cllr J Jones (Chairman), E Goodyear, R Shaw, M Morgan and S Leader.

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

MINUTES

1. **DECLARATION OF MEMBERS' INTERESTS**

None.

2. **APOLOGIES**

Cllr Jemmett.

3. **APPOINTMENT OF VICE CHAIRMAN FOR THE FORTHCOMING YEAR**

It was **PROPOSED** by the Chairman, **SECONDED** by Cllr Goodyear and **VOTED ALL IN FAVOUR** to elect Cllr Shaw as Vice Chairman for the forthcoming year.

4. **APPROVAL OF THE MINUTES OF THE MEETING HELD ON 21st MAY 2025**

Approved. Signed and dated by the Chairman.

5. **MATTERS ARISING**

None.

The Chairman adjourned the meeting.

OPEN FORUM

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

The Chairman reconvened the meeting.

6. **CHAIRMAN'S ANNOUNCEMENTS**

None.

7. **CONSIDER ISSUES WITH THE NEW ELECTRIC VAN & THE INSTALLATION OF AN ELECTRIC CHARGER CLOSE TO THE HENFIELD HALL**

The Works Officers have confirmed that the mileage range on the recently purchased electric van is not sufficient for their needs and is very likely to be even lower in winter. The supplier of the van has agreed to accept it back and to find a more suitable replacement although there may be an additional cost. It was all agreed to go forward with this approach. It was noted that it is inconvenient to charge the van at the Haven and the charger there is not always available. It was also noted that the cost of charging in the Coopers Way car park is more expensive than the cost of the diesel for the previous van. It was all agreed that it would be preferable for the Works Team to have their own dedicated charge point. The Henfield Hall will be discussing this possibility at their next trustee meeting but it was felt that, if the Works Officers are to have new storage containers located on the Kings Field, the best position for a charge point would be in that area, most likely in the Leisure Centre car park with the electricity supply to be taken from a nearby lighting column. The exact positioning of the storage containers is still under consideration and will be discussed further at the next meeting of the Amenities and Open Spaces Committee (AOS).

Action Point: The Clerk to contact the van supplier to request that the current van is returned and a more suitable replacement found and to investigate the likely cost of having a charge point installed. The Clerk also to contact Jane Eaton for confirmation on whether or not it will be possible to take on responsibility for the two car parks as part of the devolution process.

8. **REVIEW THE REVISED TERMS OF REFERENCE FOR THE PARISH COUNCIL COMMITTEES**

A draft was circulated prior to the meeting. It was noted that the terms of reference will likely need to be reviewed again as part of the devolution process. It was confirmed that AOS resolved not to change the format of their terms of reference to keep some consistency with the other committees. It was **PROPOSED** by the Chairman, **SECONDED** by Cllr Morgan and **VOTED ALL IN FAVOUR** to recommend the terms of reference for approval at the next Full Council meeting in July.

9. **CONSIDER CRITERIA FOR FUNDING LOCAL CHARITIES**

Donation criteria and extracts from relevant minutes from 2016 were circulated prior to the meeting. It was noted that the regular donations made to local organisations and charities stopped for several years as there was little to no interest being received on the Parish Council bank accounts. It was all agreed that, as this situation has now improved donations, could begin again. It was generally agreed that the existing criteria document is a good starting point and that it should be amended to include emphasis that any donations would be up to a maximum of £300 and are intended only for small Henfield-based organisations that have few other funding route options. It was also agreed that a simple application form would be helpful, as would a basic report on how any donations were spent for Parish Council records.

Action Point: The Chairman and Cllr Goodyear to draft new donation criteria along with an application form and reporting process for organisations.

a) Request from Citizens Advice for a grant

It was agreed not to make a donation, as this is not a Henfield-based organisation, but to reply confirming that the Parish Council will continue to support Citizens Advice by providing the outer office space free of charge for their fortnightly appointments with Henfield residents.

10. **FINANCE**

a) Confirmation of Reconciliation of Bank Accounts (May).

Each signed and dated by two Councillors.

b) Internal Controls (To Include Audit Check of Expenditure) – (May).

Each signed and dated by two Councillors.

c) Consider Whether to Invest in a One-Year Ethical Account with the Charity Bank.

The Clerk confirmed that the previous one year account had matured on the 13th June 2025 and that, as not much notice was given by Charity Bank, he had already accepted the offer to take a further one year ethical account on the basis that there is a fourteen day cooling off period so could be cancelled if required. The interest rate for the new account is 4.01% (4.51% last year). The option for the three year account was 3.36%. It was **PROPOSED** by the Chairman, **SECONDED** by Cllr Shaw and **VOTED ALL IN FAVOUR** to continue with the one year ethical account as already accepted by the Clerk.

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

It was noted that the proposal for a merger between Crawley and Reigate and Banstead Councils had been rejected. There was some brief discussion on the recent promotion of Neighbourhood Area Committees which are recommended to run alongside Parish Councils, but it was agreed that as yet there is not enough detail or information to understand the implications. It was also noted that there is a lack of clarity on funding available from Horsham District Council in the way of easement or S106 for additional land or property that the Parish Council might take on. All of these issues will be discussed further at the Devolution Working Group meeting due to take place in early July.

12. **DATE OF NEXT MEETING**

16th July 2025.

Meeting Closed at 11.22am.