

HENFIELD PARISH COUNCIL - FINANCE RISK & CHANGE GOVERNANCE COMMITTEE

**Meeting of the Finance Risk & Change Governance Committee held on
Wednesday 17th September 2025 at 10:30am in the Committee Room at The Henfield Hall.**

Present: Cllrs R Shaw (Chairman), M Morgan, D Jemmett, S Leader and J Potts.

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

MINUTES

1. **DECLARATION OF MEMBERS' INTERESTS**

None.

2. **APOLOGIES**

Cllrs E Goodyear and J Jones.

3. **APPROVAL OF THE MINUTES OF THE MEETINGS HELD ON 18th JUNE and 2nd SEPTEMBER 2025**

Both were approved. Signed and dated by the Chairman.

4. **MATTERS ARISING**

It was noted that the donation criteria and application form have not been approved.

Action Point: The Clerk to ensure that the donation criteria and application form are included on the agenda for approval at the next meeting.

The Chairman adjourned the meeting.

OPEN FORUM

There were no members of the public at the meeting.

The Chairman reconvened the meeting.

5. **CHAIRMAN'S ANNOUNCEMENTS**

None.

6. **MOTION: TO CONSIDER USING UP TO £5000 OF RESERVES TOWARDS A REPLACEMENT ELECTRIC VAN**

The original supplier has agreed to replace the van for the price paid minus the cost of the tow bar and sign writing, as the range is not fit for purpose. A suitable make and model has been identified but there is an increased cost of £5000. It was suggested that the tow bar may be suitable to move across to a new van depending on specification. It was **PROPOSED** by the Chairman, **SECONDED** by Cllr Potts and **VOTED ALL IN FAVOUR** to approve using up to £5000 of reserves towards a replacement electric van.

7. **MOTION: TO CONSIDER USING UP TO £2000 OF RESERVES TOWARDS AN ELECTRIC VAN CHARGER BY THE STORAGE BUILDING AT THE REAR OF THE HENFIELD HALL**

It was noted that it is likely that the new works office storage containers will be sited on the Kings Field and that the preference is for the charging point to be sited nearby in the leisure centre car park. It was agreed to amend the motion to allow for either location to be chosen. It was **PROPOSED** by Cllr Jemmett, **SECONDED** by Cllr Leader and **VOTED ALL IN FAVOUR** to use up to £2000 of reserves towards an electric van charger either at the rear of Henfield Hall or in the leisure centre car park.

8. **MOTION: TO CONSIDER AN INSURANCE RENEWAL QUOTATION FROM CLEAR COUNCILS/ECCLESIASTICAL OF £2,831.51 FOR A THREE-YEAR FIXED RATE**

The quotation reflects a modest increase on last year and the committee agreed that it would be good value to fix for three years. It was **PROPOSED** by the Chairman, **SECONDED** by Cllr Morgan and **VOTED ALL IN FAVOUR** to accept the renewal quotation from Clear Councils of £2831.51 fixed for three years.

9. **MOTION: TO CONSIDER FUNDING FOR TWO STORAGE CONTAINERS FOR THE WORKS OFFICERS**

Cllrs Morgan and Jemmett have met again with the football club who have agreed that the two storage containers can be sited to the east of the Eric Holder pavilion. It is to be set back as far as possible so that their stage for the tournament can still fit in the space in front. As it will be set back among trees it should also be well screened. The football club advertising will also still be visible. One ash tree will need to be felled, but this had been recommended for removal following the recent tree survey as it is diseased. An electricity supply is available from a nearby lighting column in the leisure centre car park that will also enable an electric car charger to be installed with a dedicated parking space. The next step will be to arrange a site survey with the screw pile installers. It was also suggested that they may require a water supply although outside taps are located nearby. It was **PROPOSED** by Cllr Morgan, **SECONDED** by the Chairman and **VOTED ALL IN FAVOUR** to approve up to £10,000 to be spent from the Community Buildings and Infrastructure reserve on the purchase and installation of two storage containers for the works officers. This excludes electrical work.

10. **UPDATE ON THE RECRUITMENT OF A PARISH OFFICE ADMINISTRATOR**

The closing date for applications is today. There have been over 100 applications via Indeed. It was agreed that Cllr Jones, the Clerk and one other councillor should sort these into a short list of 15 to 20 applications for circulation among the committee with a view to shortlisting further to four applicants to interview. It was also suggested that the candidates should have the opportunity to spend half an hour in the parish office to enable them to ask questions and meet the current office staff. The Chairman will discuss further with Cllr Jones and the Clerk.

11. **TO DISCUSS A QUOTATION RECEIVED FOR A REPLACEMENT PARISH OFFICE AND MUSEUM INTRUDER ALARM**

As the parish office and museum are leased from the Henfield Hall it was agreed to ask them if intruder alarms can be incorporated into their current system enabling alerts to be sent to the Hall caretakers rather than office staff on a separate system.

12. **CONSIDER THE IMPLICATIONS OF MARTYN'S LAW**

It was noted that this law will be more applicable for buildings such as Henfield Hall and the leisure centre but will be relevant when it comes to Remembrance and any other events the Parish Council choose to run. It was acknowledged that Remembrance could be a target so Cllr Morgan will raise at the upcoming planning meeting. The law has been passed but will not come into effect until spring 2027. More detailed guidance will be expected nearer the time.

13. **UPDATE ON THE CONDITION OF THE LEISURE CENTRE ROOF**

There is currently water ingress at the leisure centre and repairs are now failing. Henfield Parish Council (HPC) own the building but the leisure centre has a full repairing lease so are liable for any work needed. A replacement roof would cost in the region of £200,000 but other options are being explored. It was agreed to await further information and to be aware that there may be a request for some Parish Council funding.

14. **FINANCE**

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

b) Internal Controls (To Include Audit Check of Expenditure) – (June, July & August).
Each signed and dated by two councillors.

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

Cllr Morgan reported that, following an onsite meeting with a representative from the Bysshop Meadow management committee, an email has been received suggesting that the information and advice HPC received from WSCC highways is incorrect. They will be contacting WSCC directly to make their own enquiries.

16. **DATE OF NEXT MEETING**

15th October 2025.

Meeting closed at 11.39am.