

HENFIELD PARISH COUNCIL - FINANCE RISK & CHANGE GOVERNANCE COMMITTEE

Notice of a meeting of the **Finance Risk & Change Governance Committee** to be held on **Wednesday 15th October 2025 at 10:30am** in the Committee Room at The Henfield Hall.

A G E N D A

1. **DECLARATION OF MEMBERS' INTERESTS**
2. **APOLOGIES**
3. **APPROVAL OF THE MINUTES OF THE MEETINGS HELD ON 17th SEPTEMBER 2025**
4. **MATTERS ARISING**
OPEN FORUM
5. **CHAIRMAN'S ANNOUNCEMENTS**
 - a) Car Park Meeting.
6. **MOTION: TO APPROVE THE TRANSFER OF £8,466 FOR THE WORKS TO THE CRICKET CLUB CAR PARK FROM EITHER THE COMMUNITY BUILDINGS AND INFRASTRUCTURE RESERVE, THE PLAYING FIELD RESERVE OR THE GENERAL RESERVES**
7. **MOTION: TO AGREE IN PRINCIPLE TO THE DRAFT TEXT FOR A S106 AGREEMENT RELATING TO A BIKE PARK IN THE PARSONAGE FARM DEVELOPMENT**
8. **MOTION: TO APPROVE FUNDING OF UP TO £1,800 TO PURCHASE A SIGN AT THE KINGSFIELD**
9. **MOTION: TO CONSIDER A QUOTATION RECEIVED FOR A REPLACEMENT PARISH OFFICE AND MUSEUM INTRUDER ALARM**
10. **MOTION: TO CONSIDER APPROVAL OF THE COMMUNITY TRANSPORT POLICY**
11. **CONSIDER USING THE PENINSULA GROUP TO REVIEW THE PARISH COUNCIL HUMAN RESOURCES NEEDS AND DOCUMENTATION**
12. **UPDATE ON THE RECRUITMENT OF A PARISH OFFICE ADMINISTRATOR**
13. **FINANCE**
 - a) Confirmation of Reconciliation of Bank Accounts (September).
 - b) Internal Controls (To Include Audit Check of Expenditure) – (September).
 - c) Approve a £750 grant to the Henfield Community Partnership.
 - d) Budgets 2026/27.
14. **ANY OTHER URGENT MATTERS TO BE RAISED BY COUNCILLORS**
15. **DATE OF NEXT MEETING** – 19th November 2025.

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