

HENFIELD PARISH COUNCIL - FINANCE RISK & CHANGE GOVERNANCE COMMITTEE

Meeting of the Finance Risk & Change Governance Committee held on Tuesday 21st January 2020 at 7:00 pm at the Parish Office in the Henfield Hall.

Present: Cllrs E Goodyear (Chairman), J Jones, G Perry, A Donoghue and N Stevens.

In attendance: Mr K Wright (Clerk) and Mrs R Grantham (Administrator).

MINUTES

1. DECLARATION OF MEMBERS' INTERESTS

Cllr Stevens declared a prejudicial interest in item 5a as he has previously given professional advice on the Parish Council website.

2. APOLOGIES

Cllr M Eastwood.

3. APPROVAL OF MINUTES OF MEETING HELD ON 17th DECEMBER 2019

Approved, signed and dated by the Chairman.

4. MATTERS ARISING

a) Additional Staffing and Pensions

The Parish Administrator left the meeting.

The Chairman confirmed that the Parish Administrator will be starting her new 27 hour week from Monday 3rd February.

The Clerk confirmed that he had contacted the Local Government Pension Scheme and had forwarded all of the necessary paperwork to join the scheme. A response had been received and it is now a question of waiting to receive approval. The start date will be 1st February. Contributions can be backdated if there are any delays.

The Parish Administrator joined the meeting.

b) S106 Funding Update

The Clerk has been corresponding with Suzanne Shaw at Horsham District Council (HDC) regarding the process to apply for the £45,843.95 of S106 funding in order to benefit the Henfield Hall roof repairs and the Henfield Leisure Centre replacement sports hall floor. The officer at HDC has stated that potentially some of these funds may reach their deadline at a later date, but the remainder definitely will reach the deadline in February 2020. Cllr Stevens confirmed that the Hall has already submitted their S106 application.

Action Point: The Clerk to check the Henfield Hall application has been received.

The Clerk believes that the Leisure Centre have also submitted their application. There is also a Modification of Discharge of Planning Obligations form to complete, which is a step towards the Deed of Variation. The Clerk is meeting with Cllr Morgan to discuss the process further tomorrow morning. Cllr Stevens then confirmed that the Hall are also looking into other potential grants for electrical repairs.

The Chairman adjourned the meeting.

OPEN FORUM

None

The Chairman reconvened the meeting.

5. CHAIRMAN'S ANNOUNCEMENTS

a) Update on the New Parish Council website

Cllr Stevens left the meeting.

The Chairman, Clerk and Parish Administrator met with PMW Ltd on 20/1/20. The Chairman confirmed that the website framework is complete, accessibility regulations have been discussed and will be in place. A list of requests for changes/ amendments have also been given to PMW Ltd.

Dates have been requested for Office/ Councillor training from PMW. It is hoped that the new website may be able to go live mid-February.

Action Point: Cllrs Donoghue and Jones to confirm their availability for half a day's training in the first two weeks of February.

The Chairman demonstrated the new website as it currently stands and ran through where there will be alterations. The intention is to have a soft launch mid-February and then announce the new website at the Annual Parish Meeting.

Cllr Stevens joined the meeting.

b) Change of The Henfield Hall Post Code

Trustees of the Henfield Hall have requested that the post code is changed from BN5 9DB to BN5 9EQ. The Hall has had problems with deliveries and people not being able to find the premises. This could take some time to implement.

6. **COUNCIL COMMITTEES – KEY ISSUES**

Cllr Jones reported from the Village Centre Committee that plans for the cemetery extension are moving on and that quotes for the paths are currently being obtained, with a ball park figure in the region of £25,000 expected. She also noted the recent correspondence and publicity concerning the recent vandalism of the newly refurbished public conveniences and bus shelter.

Cllr Donoghue reported that the Museum Committee has recently discussed the digital and IT strategy, the Forward Plan, the situation report, vision statement and the operational statement. Final details are being added. There are also 23 projects and 10 of these will be publicised at the Annual Parish Meeting, along with a request for new volunteers. Cllr Stevens asked whether any grants were being applied for. Cllr Donoghue and the Parish Administrator explained that the RDPE growth fund grant may have potential and asked Cllr Stevens to discuss this with the Henfield Hall, to see if the interests of the Museum could be highlighted. This may help fulfil any criteria concerning tourism. Cllr Stevens noted that the Hall has not yet made a decision and is showing a preference for grants for repairs.

Cllr Stevens stated there was nothing of note to report from the Planning Advisory Committee.

Cllr Perry reported from the Open Spaces Committee that there have been some expenses incurred due to safety work taking place on the drainage swale. The Clerk confirmed this work has now been completed.

The Clerk confirmed that a further bill for the Link Road has now been received and final figures are being discussed.

7. **ANNUAL PARISH MEETING – TUESDAY 3RD MARCH**

The recommendation is to have three presentations:

- Local Policing Issues and Community Speedwatch.
- The Horsham District Local Plan.
- Sustainable Henfield 2030.

There will be displays for Village Centre and Open Spaces, Finance and the new website. There will also be displays for the Henfield Museum, the Climate & Environment Action Plan, and the HDC Local Plan.

Action Point: The Clerk to look into who can provide tea and coffee for the event.

8. **HEALTH AND SAFETY AND BUSINESS CONTINUITY RISK REGISTERS – REVIEW OF ANY CURRENT ISSUES**

The risk registers will be reviewed by the Chairman and Clerk on the 11th February 2020.

9. **HENFIELD PARISH COUNCIL COMMUNICATIONS PLAN**

This was circulated to all Committee members with the agenda. This includes a schedule and suggestions for nominated representatives to prepare reports for various types of communications for the BN5 Magazine. All submissions need to be forwarded via the Clerk.

10. **FINANCE**

a) Confirmation of Reconciliation of Bank Accounts (December)

Barclays Current, HSBC Money Manager, Barclays Rate Reward, HSBC Community and Nat West Business Reserve accounts.

Each inspected, signed and dated by two Councillors.

b) Internal Controls (To Include Audit Check of Expenditure) – EDF Energy – Rothery Electric (£77.16)

Inspected, signed and dated by two Councillors.

c) Progress Report 2019/20

The Clerk confirmed that there has not been much further to add to the December budget report. So far budgets are on target and he invited any questions.

d) Thesis Asset Management – Kings Field Charity Quarterly Payment

The January quarterly payment to the Kings Field Charity account is £475.56 (£502.80 in Jan 2019).

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

None

12. **DATE OF NEXT MEETING** - Tuesday 18th February 2020.

Meeting Closed at 7.55pm.