

HENFIELD PARISH COUNCIL - FINANCE RISK & CHANGE GOVERNANCE COMMITTEE

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

Present: Cllrs J Jones (Chairman), E Goodyear, J Potts, M Morgan, S Leader and D Jemmett.

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

MINUTES

1. **DECLARATION OF MEMBERS' INTERESTS**

None.

2. **APOLOGIES**

Were received from Cllr Shaw.

3. **APPROVAL OF THE MINUTES OF THE MEETING HELD ON 17th SEPTEMBER 2025**

Approved. Signed and dated by the Chairman.

4. **MATTERS ARISING**

The supplier continues to attempt to source a replacement electric van. Electrical contractors are surveying the supply at the Kings Field tomorrow, which will inform the decision to be made on the location of the electric car charger.

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) Car Park Meeting.

The Chairman reported that there was a recent meeting with 5 other parishes and a representative from a parking control company who run a lot of car parks in the south east of all sizes. It would be possible to have a joint contract but for each parish to set their own rates and fines including for permits and season tickets. Each parish would receive all the revenue from ticket sales from their own car parks and the parking control company would take revenue from fines. There is no upfront cost and all signage equipment including ANPR (if requested) could be provided by them. The company would also handle all queries from car park users. It was noted that other companies would also be considered.

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**

Taking into account existing commitments on the reserves, there is £26,315 remaining in Community Buildings, £18,850 remaining in Playing Fields and £170,560 in General Reserves. It was **PROPOSED** by the Chairman, **SECONDED** by Cllr Potts and **VOTED ALL IN FAVOUR** to approve the transfer of £8466 from the General Reserve for the works to the Cricket Club car park.

7. **MOTION: TO AGREE IN PRINCIPLE TO THE DRAFT TEXT FOR A S106 AGREEMENT RELATING TO A BIKE PARK IN THE PARSONAGE FARM DEVELOPMENT**

The draft wording was circulated prior to the meeting. It was felt that the wording could be more specific on the location of the land in question and that it ought to state 'as agreed with Henfield Parish Council. The size has been confirmed as suitable but there is further discussion to be had on the best location within the site. There were also some queries on whether there may be some funding available for maintenance. It was agreed to defer this motion until the next meeting.

Action Point: The Clerk to query whether any funding may be available for maintenance.

8. **MOTION: TO APPROVE FUNDING OF UP TO £1,800 TO PURCHASE A SIGN AT THE KINGS FIELD**

The final design for the sign was circulated along with suggested location. An initial indicative quotation suggested cost in the region of £1500. The spelling was checked with the Charity Commission and the Museum and the colour matches the finger posts. Further consideration will be given to the exact location as it was pointed out that it ought to be in a safe place for pedestrians. It was **PROPOSED** by Cllr Goodyear, **SECONDED** by Cllr Leader and **VOTED FIVE IN FAVOUR WITH ONE ABSTENTION** to approve funding of up to £1800 to purchase a sign for the Kings Field.

9. **MOTION: TO CONSIDER A QUOTATION RECEIVED FOR A REPLACEMENT PARISH OFFICE AND MUSEUM INTRUDER ALARM**

It was clarified that although there is already an intruder alarm in place for the Office and Museum, no one would be alerted, it would just sound. If the Committee choose to go ahead a new control panel would be installed to allow a control centre to be contacted if the alarm was triggered so that the Hall caretakers can then attend. It was confirmed that the Hall are not able to meet the £1100 cost as landlords. It was noted that it is particularly important to attempt to protect the Museum. It was **PROPOSED** by the Chairman, **SECONDED** by Cllr Morgan and **VOTED ALL IN FAVOUR** to accept the quotation for a replacement intruder alarm for the Office and Museum.

10. **MOTION: TO CONSIDER APPROVAL OF THE COMMUNITY TRANSPORT POLICY**

A draft was circulated prior to the meeting. It was drawn up by the Children and Young People Committee as a majority of the users are the Youth Club and other young people's organisations. The Clerk confirmed that the Council still pay £1000 quarterly to Community Transport Sussex, £200 of which is allocated for use by the Electric Car Club. It was **PROPOSED** by the Chairman, **SECONDED** by Cllr Goodyear and **VOTED ALL IN FAVOUR** to approve the Community Transport Policy.

11. **CONSIDER USING THE PENINSULA GROUP TO REVIEW THE PARISH COUNCIL HUMAN RESOURCES NEEDS AND DOCUMENTATION**

It was noted that although the National Association of Local Councils do have some model HR policies, they do not advise on any changes in legislation. It was also felt that it would be useful to have ongoing advice and support for any queries. It was agreed to seek quotations from three companies for a general review of policies and ongoing support.

Action Point: The Clerk to seek three quotations from HR consultants.

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

Out of around two hundred applicants, four have been invited to interview on the 13th November. Candidates were shortlisted according to location and current job role. It was noted that the successful candidate may not start until the New Year.

13. **FINANCE**

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

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

c) Approve a £750 grant to the Henfield Community Partnership.
This is an annual payment and has been budgeted for. **It was all agreed** by show of hands to approve the payment.

d) Budgets 2026/27

The Clerk will circulate draft budgets in the next few days for Committees to consider at their November meetings. It was noted that a budget may be needed to pay for specialist advice relating to the Neighbourhood Plan Review and Local Government Reorganisation.

The Clerk reported that the Kings Field Trust portfolio has increased 9.8% in value this year to £105,312. It was agreed to discuss further at a future meeting.

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

Cllr Leader reported that Henfield Community Partnership (HCP) continue to work on plans to support and revive the High Street businesses and will be running a visitor survey. It was suggested that the HCP Chairman is invited to the next meeting to discuss a theme for 2026.

15. **DATE OF NEXT MEETING**

19th November 2025.

Meeting Closed at 11.45am.