

HENFIELD PARISH COUNCIL - FINANCE RISK & CHANGE GOVERNANCE COMMITTEE

**Meeting of the Finance Risk & Change Governance Committee held on
Wednesday 19th November 2025 at 10:30am in the Committee Room at The Henfield Hall.**

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

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

MINUTES

1. **DECLARATION OF MEMBERS' INTERESTS**

Cllr Morgan declared an interest in item 8 as he is Chairman of the Trustees of the Henfield Club.

2. **APOLOGIES**

Cllrs Jemmett, Potts and Shaw.

3. **APPROVAL OF THE MINUTES OF THE MEETINGS HELD ON 15th OCTOBER 2025**

Approved. Signed and dated by the Chairman.

4. **MATTERS ARISING**

a) Update on the Review of Parish Council Human Resources Documentation.

Cllr Shaw has not had time to review the documentation. This will be considered at the next meeting.

The Clerk has not received a response from the Hall with regards to the intruder alarm.

The replacement Works Officers' van has arrived with the supplier and is awaiting tow bar fitting and signwriting. It is most likely that an EV charging point will be installed at the Kings Field using a supply from the Eric Holder pavilion. The installation of ground screws for the container has been delayed until the 28th November as further work is needed to establish the exact location of the gas supply pipe.

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**

None.

6. **MOTION: TO CONSIDER THE TRANSFER OF THE YOUTH CLUB FROM TWO INDIVIDUALS TO THE HENFIELD YOUTH CLUB CHARITABLE INCORPORATED ORGANISATION**

Details were circulated prior to the meeting. There are no funds changing hands. Henfield Parish Council (HPC) need to give consent as they have a charge on the property.

It was **PROPOSED** by the Chairman, **SECONDED** by Cllr Goodyear and **VOTED ALL IN FAVOUR** to give consent to the transfer of the Youth Club from two individuals to the Henfield Youth Club Charitable Incorporated Organisation.

7. **MOTION: TO AGREE IN PRINCIPLE TO THE OFFER FROM WELBECK TO CONSTRUCT A PUMP TRACK AT THE PARSONAGE FARM DEVELOPMENT AND PROVIDE AN APPROPRIATE MAINTENANCE CONTRIBUTION**

It was clarified that this is agreement in principle and will be subject to receiving final s106 wording and confirmation of the amount of the maintenance sum.

It was **PROPOSED** by Cllr Morgan, **SECONDED** by Cllr Goodyear and **VOTED ALL IN FAVOUR** to agree in principle to the offer from Wellbeck to construct a pump track at the Parsonage Farm development and provide an appropriate maintenance sum.

8. **CONSIDER PAYMENTS TO THE HENFIELD CLUB AND ST PETER'S CHURCH**

Following brief discussion acknowledging rising costs it was agreed to increase the donation to the Henfield Club from £200 to £500. It was also acknowledged that HPC would have a statutory duty to manage and maintain the closed graveyard should the Church be unable to. Therefore, it was also agreed to increase the donation to St Peter's Church from £500 to £1,000.

It was **PROPOSED** by the Chairman, **SECONDED** by Cllr Leader and **VOTED THREE IN FAVOUR WITH ONE ABSTENTION** to donate £500 to the Henfield Club and £1,000 to St Peter's Church.

9. **CONSIDER FUTURE EXPENDITURE FROM THE KINGS FIELD TRUST**

The Clerk confirmed that the Trust's value at the end of October was £106,377, an increase of 11.26% over the year. £15,000 has been set aside for the skate park improvements. S106 funds are likely to be used for drainage works. It was noted that the Kings Field also includes the Tennis Club and children's play area but not the current basketball court or Youth Club. It was agreed to bear this source of funds in mind for future projects.

Action Point: Cllr Leader to make initial enquiries on refreshing the 2023 future plan for the Kings Field while support and guidance is still available from Horsham District Council (HDC).

10. **CONSIDER THE DRAFT 2026/27 BUDGETS, PRECEPT, PROVISIONS AND RESERVES**

A draft was circulated prior to the meeting. With regards to discussion under item 8, the Clerk will assess whether an increase might be needed to the Remembrance budget and the Cemetery budget. It was noted that following the recent Children and Young People (CYP) meeting, an additional budget line has been created for £5,000 funding for the Youth Club. There was some discussion on whether the Works Officer equipment budget is sufficient; however it was agreed that General Reserves could potentially be used for any additional set up costs associated with the new storage containers. It was agreed to remove the £500 provision for trails and footpaths as there is £9,000 in allocated reserves. Cllr Leader suggested that this reserve could be used to fund improvements to public rights of way (PROW), despite them being the responsibility of WSCC and landowners.

Action Point: The Clerk to consider the potential need to increase the Remembrance and Cemetery budgets, include the agreed amendments above and circulate a new draft to all councillors.

Action Point: Cllr Leader to make initial enquiries with Access Henfield on potential improvements to PROW.

11. **DISCUSS A POTENTIAL THEME FOR 2026 IN HENFIELD**

Cllr Goodyear has discussed with the Chair of Henfield Community Partnership (HCP) who has suggested the 'Year of the High Street', to also include heritage and culture as well as promotion of businesses. This is also in light of the new HDC Rural and Market Towns Economic Alliance initiative. Other suggestions included 'Community Engagement' and 'Devolution'. It was agreed that HCP need to be involved and that HPC's role is likely to be focused on publicity and potential funding. Cllrs Goodyear and Leader will discuss further with HCP, with a view to drawing up a short list of possible options.

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

Two very good candidates were interviewed and the role has been offered to one, with a start date of the 5th January. It was noted that it was helpful to have feedback from the office staff who had met the candidates for an informal discussion before the interviews. References are currently awaited. A list of suitable training courses has been drawn up, onboarding will be with the Clerk and Cllr Leader will brief on the CYP committee. Cllr Leader also requested that the CYP meetings are rescheduled to 7.30pm on the second Monday of the month with effect from January 2026.

Action Point: The OM to contact the CYP committee members and arrange to reschedule CYP meetings for 2026.

13. **FINANCE**

- a) Confirmation of Reconciliation of Bank Accounts (October).
Each signed and dated by two councillors.
- b) Internal Controls (To Include Audit Check of Expenditure) – (October).
Each signed and dated by two councillors.
- c) Consider the Quotation for this Year's Cyber and Technology policy - £414.00.
The cost last year was £364.00. It was agreed that the cover is definitely needed and that the exclusions and level of cover seem reasonable.

It was **PROPOSED** by the Chairman, **SECONDED** by Cllr Goodyear and **VOTED ALL IN FAVOUR** to accept the quotation for Cyber and Technology insurance cover costing £414.00.

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

Cllr Morgan updated the Committee on the ongoing discussions with the Bysshop Meadow Management Company (BM), who have concerns about the condition of the short stretch of private street leading to the Link Road that they are responsible for. It was noted that this section was previously WSCC adopted highway and that a stopping up order was put in place. The Management Company would prefer that the road is adopted by WSCC Highways and have requested a copy of the order; further discussion will then take place with BM. It was suggested that HPC support BM with achieving this aim.

15. **DATE OF NEXT MEETING**

17th December 2025.

Meeting Closed 11.58am.