

## **HENFIELD PARISH COUNCIL - FINANCE RISK & CHANGE GOVERNANCE COMMITTEE**

**Meeting of the Finance Risk & Change Governance Committee held on Wednesday 17<sup>th</sup> December 2025 at 10:00am in the Committee Room at The Henfield Hall.**

**Present:** Cllrs J Jones (Chairman), E Goodyear, R Shaw, J Potts, 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**

Cllr M Morgan.

#### **3. APPROVAL OF THE MINUTES OF THE MEETINGS HELD ON 19<sup>th</sup> NOVEMBER 2025**

The minutes for item 11 were amended to clarify that 'Year of the High Street' was suggested by Cllr Goodyear rather than by the Chair of Henfield Community Partnership. The minutes were then 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 documents.

b) Update on the Intruder Alarm for the Parish Office & Museum.  
The new alarm system has been installed. The caretakers are yet to set up their phone numbers to be on call.

*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**

The Chairman reported that the ground screws have been installed on the Kings Field and that the containers will be delivered tomorrow. The electrical work will take place in the New Year.

#### **6. MOTION: TO APPROVE THE 2026/27 BUDGETS FOR SUBMISSION TO FULL COUNCIL IN JANUARY**

A draft was circulated prior to the meeting. There have been no changes following the last meeting, or the December Full Council meeting.

It was **PROPOSED** by the Chairman, **SECONDED** by Cllr Potts and **VOTED ALL IN FAVOUR** to approve the 2026/27 budgets for submission to Full Council in January.

#### **7. MOTION: TO APPROVE THE 2026/27 PRECEPT OF £403,895 FOR SUBMISSION TO FULL COUNCIL IN JANUARY**

The Clerk explained that the precept will increase by 8.2% overall. The budget for Income and Expenditure has increased by 6.8%. The increase for band D properties is 7.8%; in real terms this equates to an annual increase of £10.63.

It was **PROPOSED** by the Chairman, **SECONDED** by Cllr Goodyear and **VOTED ALL IN FAVOUR** to approve the 2026/27 precept of £403,895 for submission to Full Council in January.

8. **CONSIDER THE PARISH COUNCIL DONATIONS GUIDELINES**

A draft policy and application form was circulated prior to the meeting. Following discussion, it was agreed to recommend to full Council that the limit be increased from £300 to £750 and to reword point no. 6 to read 'Donations of up to £750 will be considered for each organisation in any calendar year'. It was also agreed to reference the donations to the Henfield Community Partnership and the Youth Club, as well as Henfield Club and St Peter's Church. It was suggested that an announcement is made at the Annual Parish Meeting and that applications are considered twice per year, potentially at the end of May and end of November.

9. **FINANCE**

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

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

c) Agree to Switch £1,900 From the Kings Field Account.  
The Clerk confirmed that this amount covers work on the Kings Field such as grass cutting, collection of dog waste and litter picking.

It was **PROPOSED** by the Chairman, **SECONDED** by Cllr Jemmett and **VOTED ALL IN FAVOUR** to approve switching £1,900 from the Kings Field account.

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

Cllr Goodyear asked that Councillors note that Angmering Parish Council have recently spent £80,000 attempting to fight a planning appeal against a development, with a further £20,000 raised by local residents. However, the appeal was allowed.

Cllr Leader asked all to complete the high street survey.

The Clerk reported that the new Parish Administrator will begin work on the 5<sup>th</sup> January. He added that new audit regulations are now in place that will require the Parish Council to have an IT policy and a replacement website that adheres to current accessibility guidelines 2.2.

11. **DATE OF NEXT MEETING**

Wednesday 21<sup>st</sup> January 2026.

**Meeting Closed at 10.38am.**