

HENFIELD PARISH COUNCIL - FINANCE RISK & CHANGE GOVERNANCE COMMITTEE

Notice of a meeting of the **Finance Risk & Change Governance Committee** to be held on **Wednesday 21ST January 2026 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 MEETING HELD ON 17TH DECEMBER 2025**
4. **MATTERS ARISING**

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

OPEN FORUM

5. **CHAIRMAN'S ANNOUNCEMENTS**
6. **CONSIDER THE IMPLICATIONS FOR ASSERTION 10 – THE DIGITAL & DATA COMPLIANCE**
 - a) **REVIEW HENFIELD PARISH COUNCIL'S INFORMATION TECHNOLOGY POLICY**
 - b) **UPDATE ON A NEW PARISH COUNCIL WEBSITE**
7. **CONSIDER THE BIODIVERSITY DUTY**
8. **CONSIDER THE COUNCILLOR STATEMENT OF ASSURANCE**
9. **DISCUSS HENFIELD FOOTBALL CLUB'S DESIRE TO EXPAND ITS FACILITIES**
10. **REVIEW THE INFRASTRUCTURE DELIVERY PLAN GUIDELINES**
11. **AGREE A DATE FOR THE FEBRUARY MEETING**

To resolve, under the Public Bodies (Admissions to Meetings) Act 1960, in accordance with Standing Orders s.3 (d) to exclude the press and public on the grounds that the confidential matters to be discussed under item 12 below would be prejudicial in the public interest.

12. **MOTION: TO REVIEW THE HOURS WORKED BY THE WORKS OFFICERS**
13. **FINANCE**
 - a) Confirmation of Reconciliation of Bank Accounts (December).
 - b) Internal Controls (To Include Audit Check of Expenditure) – (December).
14. **ANY OTHER URGENT MATTERS TO BE RAISED BY COUNCILLORS**
15. **DATE OF NEXT MEETING** – To be Agreed.



Clerk to Henfield Parish Council