

HENFIELD PARISH COUNCIL - FINANCE RISK & CHANGE GOVERNANCE COMMITTEE

Notice of a meeting of the **Finance Risk & Change Governance Committee** to be held on **Wednesday 18th March 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 21st JANUARY 2026**
4. **MATTERS ARISING**
 - a) Update on the Review of Parish Council Human Resources Documentation.
5. **OPEN FORUM**
6. **CHAIRMAN'S ANNOUNCEMENTS**
7. **CONSIDER THE IMPLICATIONS FOR ASSERTION 10 – THE DIGITAL & DATA COMPLIANCE**
 - a) **UPDATE ON A NEW PARISH COUNCIL WEBSITE**
8. **MOTION: CONSIDER THE DONATION REQUEST RECEIVED FROM THE HENFIELD GIRL GUIDES**
9. **MOTION: TO CONSIDER THE PURCHASE OF A NEW LAPTOP AND MONITOR FOR THE OPERATIONS MANAGER UP TO A MAXIMUM OF £750**
10. **MOTION: TO CONSIDER QUOTES RECEIVED FOR NEW CCTV EQUIPMENT IN THE MUSEUM. AGREE TO TAKE FUNDS FROM THE MUSEUM RESERVE TO COVER THE EXCESS COST OVER THE MUSEUM BUDGET**
11. **MOTION: TO AGREE WHICH RESERVES TO TAKE FUNDING FOR THE VERGES IN BISHOPS LANE (£4,160) AND THE LEISURE CENTRE FOOTPATH (£10,882)**
12. **MOTION: CONSIDER ADDING THE LEISURE CENTRE ROOF APPLICATION TO THE INFRASTRUCTURE DELIVERY PLAN**
13. **UPDATE ON SKATE PARK PROPOSALS**
14. **CONSIDER AN EVENT APPLICATION FOR THE “GREAT TOMMY SLEEP OUT”**
15. **FINANCE**
 - a) Confirmation of Reconciliation of Bank Accounts (January & February).
 - b) Internal Controls (To Include Audit Check of Expenditure) – (December, January & February).
16. **ANY OTHER URGENT MATTERS TO BE RAISED BY COUNCILLORS**

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 items 16 & 17 below would be prejudicial in the public interest.
17. **REVIEW OF THE OPERATION MANAGER'S JOB TITLE & PAY SCALE**
18. **PRIORITISE THE WORKING HOURS FOR THE NEW PARISH ADMINISTRATOR**
19. **DATE OF NEXT MEETING** – 15th April 2026.

A handwritten signature in black ink, appearing to read 'Kern Wright'. The signature is written in a cursive style with a large initial 'K'.

Clerk to Henfield Parish Council

Published Thursday 12th March 2026.