

HENFIELD PARISH COUNCIL - FINANCE RISK & CHANGE GOVERNANCE COMMITTEE

**Meeting of the Finance Risk & Change Governance Committee held on
Wednesday 18th March 2026 at 10:30am in the Committee Room at The Henfield Hall.**

Present: Cllrs J Jones, E Goodyear, M Morgan, R Shaw, S Leader and D Jemmett.

In attendance: Mrs R Grantham (Operations Manager - OM) and two members of the public representing Henfield Guides.

MINUTES

1. **DECLARATION OF MEMBERS' INTERESTS**

None.

2. **APOLOGIES**

Cllr Potts

3. **APPROVAL OF THE MINUTES OF THE MEETING HELD ON 21st JANUARY 2026**

Approved. Signed and dated by the Chairman.

4. **MATTERS ARISING**

- a) Update on the Review of Parish Council Human Resources Documentation.
Cllr Shaw hopes to complete a review over the next month.

The Chairman adjourned the meeting.

OPEN FORUM

Two representatives from the Guides explained that funding was sought to purchase uniform and assist with payment of subscription fees for families in financial difficulty. It was noted that a new uniform is being launched this year so all families will need to re-purchase and there will not be the usual ability to pass on second hand uniform. It was also noted that the BP Guild have covered the cost of some outstanding fees and some trips.

The members of the public left the meeting at 10.34am.

The Chairman reconvened the meeting.

5. **CHAIRMAN'S ANNOUNCEMENTS**

None.

6. **CONSIDER THE IMPLICATIONS FOR ASSERTION 10 – THE DIGITAL & DATA COMPLIANCE**

a) **UPDATE ON A NEW PARISH COUNCIL WEBSITE**

The Parish Administrator has carried out some research and will be discussing providers with other Parish Councils. It is hoped that she will be in a position to provide quotes by the next meeting, including for how many hours it would take to build it herself on Parish Council time. It was noted that building a website in-house would mean no external technical support or expertise, therefore using a specialist firm may be preferable. The Committee are confident that they will be able to demonstrate significant progress in time for the internal and external audits by the end of April.

7. **MOTION: CONSIDER THE DONATION REQUEST RECEIVED FROM THE HENFIELD GIRL GUIDES**

A detailed written request was circulated prior to the meeting. Cllr Leader raised concern over how the Guides may have identified the families in need and whether the same support ought to be proactively offered to other organisations, but it was agreed that the Committee's remit is to consider individual applications based on the information provided. The Committee also briefly discussed whether there ought to be set times of year when applications are discussed, such as March and September, and whether there ought to be a total donation upper limit. It was confirmed

that information and links to apply for donations are on the home page and committee website page.

It was **PROPOSED** by the Chairman, **SECONDED** by Cllr Goodyear and **VOTED ALL IN FAVOUR** to award the £600 donation to the Henfield Guides.

Action Point: The Clerk to include Donation Guidelines on the agenda for the next Committee meeting.

8. **MOTION: TO CONSIDER THE PURCHASE OF A NEW LAPTOP AND MONITOR FOR THE OPERATIONS MANAGER UP TO A MAXIMUM OF £750**

The OM explained that the keyboard has worn out on her current laptop, and that it will be used to run a keyboard and monitor for the Works Team, as their current PC will not run Windows 11. It was also noted that as this is a normal office expense, it may be sensible to increase the upper spend limit for the Clerk to enable him to make necessary purchases. It was agreed that the purchase should be made immediately rather than wait for the next financial year, and paid for out of General Reserves.

It was **PROPOSED** by the Chairman, **SECONDED** by Cllr Shaw and **VOTED ALL IN FAVOUR** to approve the purchase of a new laptop and monitor for the OM up to a maximum of £750.

9. **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**

Three quotations were circulated prior the meeting and were briefly discussed. It was noted that the costs for annual service and call out fees were lower with Kestrel.

It was **PROPOSED** by Cllr Morgan, **SECONDED** by Cllr Goodyear and **VOTED ALL IN FAVOUR** to accept the quotation from Kestrel Alarms, with funds to be taken from Museum Reserves to cover the excess cost over the Museum budget.

10. **MOTION: TO AGREE WHICH RESERVES TO TAKE FUNDING FOR THE VERGES IN BISHOPS LANE (£4,160) AND THE LEISURE CENTRE FOOTPATH (£10,882)**

A brief report containing project information for both was circulated prior to the meeting. Cllr Morgan explained that a contribution of £1,000 had been received from the developer responsible for damaging the verge and beds on Bishop Lane, and that the new Leisure Centre footpath will be much wider to accommodate two-way foot traffic.

It was **PROPOSED** by the Chairman, **SECONDED** by Cllr Shaw and **VOTED ALL IN FAVOUR** to use the £1,700 remaining in the Flowers and Verges budget with the remainder from General Reserves for the verges in Bishop Lane.

It was **PROPOSED** by the Chairman, **SECONDED** by Cllr Goodyear and **VOTED ALL IN FAVOUR** to take £4,000 from the Henfield Trails and Footpaths budget and the remainder from General Reserves for the Leisure Centre path.

11. **MOTION: CONSIDER ADDING THE LEISURE CENTRE ROOF APPLICATION TO THE INFRASTRUCTURE DELIVERY PLAN**

The application details were circulated prior to the meeting. The roof has been deteriorating for several years and there have been several patched repairs. It was agreed that all of the criteria for the application have been met. It was noted that the Parish Council are the freeholders of the building.

It was **PROPOSED** by Cllr Shaw, **SECONDED** by Cllr Jemmett and **VOTED ALL IN FAVOUR** to approve the application from the Leisure Centre to include the roof project on the Infrastructure Delivery Plan.

12. **UPDATE ON SKATE PARK PROPOSALS**

Cllr Leader stated that the project will not exceed its overall budget of £50,000 and that there are alternative options for extending the skate park to the east, including just making basic repairs to the current surface. The Working Group would be discussing plans with the designers and structural engineer at their next meeting. It was acknowledged that the current skate park has a good reputation among users, but that it had been hoped to improve it by creating separate zones

with differing levels of difficulty. It was noted that the issue of tree roots had been identified as part of the planning process for the original construction of the skate park twenty years ago, but that this had not been mentioned in the pre-application advice received from Horsham District Council. It was also noted that there may be difficulty with obtaining permission for construction vehicle access from Bysshop Meadow. Cllr Morgan will discuss at his next meeting with them.

13. **CONSIDER AN EVENT APPLICATION FOR THE “GREAT TOMMY SLEEP OUT”**

An application form, risk assessment and insurance document were circulated prior to the meeting. It was noted that the risk assessment was insufficient and that the insurance appeared to only cover sport, therefore it was all agreed by show of hands to refuse permission to use the Kings Field for this event.

Cllr Jemmett left the meeting at 11.34am.

14. **FINANCE**

a) Confirmation of Reconciliation of Bank Accounts (January & February).

Each signed and dated by two Councillors.

b) Internal Controls (To Include Audit Check of Expenditure) – (December, January & February).

Each signed and dated by two Councillors.

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

Cllr Leader asked whether there was an intention to draw up a new business plan. Cllr Goodyear explained that there appeared to be a lack of appetite among Councillors but that she and the OM intend to begin work on production of a simpler Action Plan. Cllr Leader suggested a workshop for all Councillors to discuss.

It was acknowledged that the sound quality on the recent recording of the Parish Council meeting was poor, likely due to the acoustics of the room.

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.

16. **REVIEW OF THE OPERATION MANAGER’S JOB TITLE & PAY SCALE**

This item was discussed and agreed under closed session

17. **PRIORITISE THE WORKING HOURS FOR THE NEW PARISH ADMINISTRATOR**

This item was discussed and agreed under closed session.

18. **DATE OF NEXT MEETING**

15th April 2026.

Meeting Closed at 11.52am.