

HENFIELD PARISH COUNCIL - FINANCE RISK & CHANGE GOVERNANCE COMMITTEE

**Meeting of the Finance Risk & Change Governance Committee held on
Wednesday 15th April 2026 at 10:30am in the Committee Room at The Henfield Hall.**

Present: Cllrs J Jones (Chairman), E Goodyear, M Morgan, R Shaw and J Potts.

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

MINUTES

1. **DECLARATION OF MEMBERS' INTERESTS**

None.

2. **APOLOGIES**

Received from Cllr Jemmett and Cllr Leader.

3. **APPROVAL OF THE MINUTES OF THE MEETING HELD ON 18th MARCH 2026**

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 yet had time to review.

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.

The Parish Administrator (PA) joined the meeting.

6. **RECEIVE AN UPDATE ON A NEW PARISH COUNCIL WEBSITE**

Quotations and a comparison document were circulated prior to the meeting. The PA explained that it would not be advisable for her to build the website herself as the platform she uses has American-based web servers which would raise security issues and the necessary accessibility regulations would not automatically be met. From the remaining four quotations provided, Parish Online were discounted as they do not offer in-person technical support and Parish Web and Host were a much higher cost. It was agreed to request a demonstration of the content management system from the remaining two providers, Vision ICT and Aubergine, in order to facilitate the final decision. The Clerk confirmed that there was an additional £5000 allocated to the computer budget this financial year. It was all agreed that the final decision is to be made by the Parish Office team and Cllr Goodyear.

It was **PROPOSED** by the Chairman, **SECONDED** by Cllr Potts and **VOTED ALL IN FAVOUR** to approve spending up to £3000 on a new website with either Vision ICT or Aubergine, with the final decision delegated to the Parish Office team and Cllr Goodyear.

The PA left the meeting.

7. **MOTION: REVIEW THE HEALTH & SAFETY RISK REGISTER**

A draft was circulated prior to the meeting. The only material change was the inclusion of the new Works Officers' storage containers. A new risk assessment will be required.

It was **PROPOSED** by the Chairman, **SECONDED** by Cllr Goodyear and **VOTED ALL IN FAVOUR** to approve the Health and Safety Risk Register.

8. **MOTION: REVIEW THE BUSINESS CONTINUITY RISK REGISTER**

A draft was circulated prior to the meeting. The only material change was the inclusion of Local Government Reorganisation as an additional risk.

It was **PROPOSED** by the Chairman, **SECONDED** by Cllr Morgan and **VOTED ALL IN FAVOUR** to approve the Business Continuity Risk Register.

9. **MOTION: REVIEW AN APPLICATION FOR THE FINAL FUNDING FOR THE HENFIELD SCOUT COMMUNITY CENTRE**

A written request was circulated prior to the meeting. It was noted that the original agreement was that the final £10,000 Parish Council contribution would be paid once written confirmation has been received that all remaining funding is in place. The Clerk is awaiting confirmation of the outstanding costs and evidence that Rampion have no issue with only one heat pump being installed instead of the agreed two pumps, as there is a concern that this may affect the £25,000 Rampion grant funding.

It was **PROPOSED** by Cllr Goodyear, **SECONDED** by Cllr Potts and **VOTED ALL IN FAVOUR** to approve the final payment of £10,000 to the Scout Community Centre once the Clerk has received written confirmation of the outstanding costs and a letter of confirmation from Rampion.

Action Point: The Clerk to write to the Scout Community Centre Treasurer to obtain outstanding costs.

10. **MOTION: REVIEW AN APPLICATION FOR FUNDING FOR THE LEISURE CENTRE ROOF**

A detailed report, quotation and video showing the rainwater leaking into the building was circulated prior to the meeting. The work required has now become very urgent and there is additional concern that the flooring in the first-floor fitness room will become damaged. It was noted that the building is owned by the Parish Council and, if the Leisure Centre becomes unable to operate, the lease would be terminated and the building would become a Parish Council liability. The work proposed would have a fifteen-year guarantee on further roof leaks. The Leisure Centre has an outstanding loan with Horsham District Council who have declined to assist further. They are currently attempting to renegotiate on terms which include the need to have £100,000 in reserve. It was all agreed that this is an important and well-used asset for the village. It was also noted that the project has already been approved for inclusion on the Infrastructure Delivery Plan.

It was **PROPOSED** by the Chairman, **SECONDED** by Cllr Morgan and **VOTED ALL IN FAVOUR** to recommend to Full Council in May that a donation of £25,000 is made to the Leisure Centre on completion of the works, £15,000 to be taken from General Reserves and £10,000 from Community Buildings and Infrastructure Reserves.

11. **REVIEW THE PARISH COUNCIL STANDING ORDERS**

A draft was circulated prior to the meeting. The only change is to the numbering.

It was **PROPOSED** by Cllr Goodyear, **SECONDED** by Cllr Potts and **VOTED ALL IN FAVOUR** to recommend approval of the Standing Orders to Full Council in May.

12. **REVIEW THE PARISH COUNCIL FINANCIAL REGULATIONS**

A draft was circulated prior to the meeting. It was agreed that due to increasing costs it would be appropriate to increase the Clerk's spending limit to £500 from £300 and to increase the amount authorised with agreement of Committee or Council Chairman to £5000 from £3000.

It was **PROPOSED** by Cllr Morgan, **SECONDED** by the Chairman and **VOTED ALL IN FAVOUR** to recommend approval of the Financial Regulations to Full Council in May with the increased spending limits mentioned above.

13. **REVIEW THE GUIDELINES FOR ASSESSING REQUESTS FOR DONATIONS**

Following issues identified at the March meeting, it was agreed that it would be helpful to limit applications for consideration to twice per year, to be considered at the May and November meetings of this Committee. It was agreed that the total amount awarded in one year should reflect

around half of the interest received on Parish Council bank accounts which is currently £5000. This can be reviewed if interest rates drop significantly. The Clerk confirmed that it is not possible to offset expenditure against income, so payment will need to be made from this Committee's General Expenditure. Income from interest is paid into General Reserves and any resulting overspend on the FR&CG budget would be taken from these Reserves at the end of the year. It is not appropriate to have a separate budget line for donations as this would increase the precept. It was also agreed to clarify in the guidelines that the annual grants to Henfield Community Partnership (HCP) and the Youth Club are for operating costs so would not preclude them from applying for a donation for a specific project.

It was **PROPOSED** by the Chairman, **SECONDED** by Cllr Shaw and **VOTED ALL IN FAVOUR** to amend the guidelines to clarify that applications are to be made by the end of April and October each year, that the total donations in one year will not exceed £5000 and also that the regular donations to HCP and the Youth Club are for operating costs.

14. **CONSIDER A RESPONSE TO THE COMMUNITY GOVERNANCE REVIEW**

This will be discussed at the Local Government Reorganisation Committee next Wednesday. The Parish Administrator has been asked to research the Parish and District boundaries. The initial consultation period is from 9th May to 21st June.

15. **FINANCE**

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

b) Internal Controls (To Include Audit Check of Expenditure) – (No April Parish Council Meeting).

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

Cllr Shaw has prepared a statement on the current planning situation and asked that this is added to the website prior to the Community Day of Action.

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 17 below would be prejudicial in the public interest.

17. **REVIEW OF THE OPERATION MANAGER'S JOB TITLE**

This was discussed and resolved under closed session.

18. **DATE OF NEXT MEETING**

20th May 2026.

Meeting Closed at 11.55am.