

HENFIELD PARISH COUNCIL - FINANCE RISK & CHANGE GOVERNANCE COMMITTEE

**Meeting of the Finance Risk & Change Governance Committee held on
Wednesday 20th May 2026 at 10:30am in the Committee Room at The Henfield Hall.**

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

In attendance: Mr K Wright – Clerk, Mrs R Grantham – Deputy Clerk and one member of the public (MOP).

MINUTES

1. **APPOINTMENT OF CHAIRMAN FOR THE FORTHCOMING YEAR**

In accordance with Standing Order 4f, the Vice Chairman of Council becomes Chairman of this Committee, therefore Cllr Jones is appointed.

2. **APPOINTMENT OF VICE CHAIRMAN FOR THE FORTHCOMING YEAR**

It was **PROPOSED** by the Chairman, **SECONDED** by Cllr Goodyear and **VOTED ALL IN FAVOUR** to appoint Cllr Shaw as Vice Chairman of this committee.

3. **DECLARATION OF MEMBERS' INTERESTS**

The Chairman declared an interest in item 10 as she is a trustee of the Clarkes Mead Trust, by virtue of being the Council's representative.

4. **APOLOGIES**

Cllr Potts.

5. **APPROVAL OF THE MINUTES OF THE MEETING HELD ON 15th APRIL 2026**

Approved. Signed and dated by the Chairman.

6. **MATTERS ARISING**

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

Cllr Shaw has reviewed three of the current policies and concluded that there was little material difference to the model policies provided by the National Association of Local Councils (NALC), therefore it was probably unnecessary to commission a review at a potentially substantial cost. New updated model policies will be available from NALC in July 2026, due to significant changes in employment legislation, so it was agreed to review again at this stage.

b) Update on the Community Governance Review.

It was noted that individuals are welcome to complete their own responses to the now open consultation. The closing date is 21st June. The Local Government Reorganisation Committee (LGR) will be meeting with neighbouring councillors next week to discuss further.

The Chairman adjourned the meeting.

OPEN FORUM

The MOP stated she was in attendance to hear the views of the committee with regards to the Year of the Village Centre. She was reminded to email either the Parish Council or Henfield Community Partnership (HCP) with any project proposal, and it was noted that there may be a need for general volunteer assistance if a specific project is agreed.

The Chairman reconvened the meeting,

7. **CHAIRMAN'S ANNOUNCEMENTS**

None.

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

A site map has been prepared for submission to the preferred website providers and work has begun on branding including colour, graphics and font. It is hoped to have a firm proposal in place for the next meeting in June.

9. **APPROVE AN INCREASE IN THE QUARTERLY MEMBERS' ALLOWANCES**

The Parish Council pay 10% of the member allowances of Horsham District Council which have risen from £6011.70 to £7003.15 in the last three years. As the Council pay allowances quarterly this would result in an increase from £150.30 to £175.08. Councillors can choose not to accept the

allowance. It was agreed that it was important not to exclude people who could otherwise not afford to serve as councillors.

It was **PROPOSED** by the Chairman, **SECONDED** by Cllr Morgan and **VOTED ALL IN FAVOUR** to approve an increase in the quarterly member's allowance.

10. **MOTION: TO CONSIDER THE REQUEST TO RELEASE THE FINAL £10K FOR THE HENFIELD SCOUT COMMUNITY CENTRE**

The Clerk awaits final email confirmation that the terms of the Rampion grant agreement in relation to heat pumps has been met. It was noted however that Rampion were satisfied with the recent inspection. A water and electricity supply has now been installed and connected. It was **PROPOSED** by Cllr Morgan, **SECONDED** by Cllr Shaw and **VOTED FIVE IN FAVOUR WITH ONE ABSTENTION** to release the final £10,000 for the Henfield Scout Community Centre on receipt of confirmation of the grant payment from Rampion.

11. **CONSIDER FOUR DONATION APPLICATIONS FROM LOCAL ORGANISATIONS**

It was generally agreed that all four were worthwhile projects which fulfilled a wide variety of needs; this was felt to be encouraging. There were no questions or objections therefore it was **PROPOSED** by the Chairman, **SECONDED** by Cllr Morgan and **VOTED ALL IN FAVOUR** to approve all four donation applications. It was also agreed that organisations would be asked to provide some feedback on how funds were spent and that they could be advised to consider any potential issues relating to ownership of assets purchased.

12. **CONSIDER THE HENFIELD PARISH COUNCIL ACTION PLAN**

The draft includes similar strategic themes to the previous three-year Business Plan which ended in 2025. This Action Plan is shorter with more focused and achievable aims for the forthcoming year only. Following discussion, it was agreed that reference to effective governance is unnecessary, given that this is a statutory requirement. It was also suggested that there is mention of the Neighbourhood Plan Review, Local Government Reorganisation and the Infrastructure Delivery Plan. It was agreed that Cllr Goodyear and the Deputy Clerk would work on a second draft to include these amendments.

13. **APPROVE THE NEW LEASE FOR THE VILLAGE SQUARE**

A draft was circulated prior to the meeting. The rent is to remain the same at £200 p/a with an increase to £300 p/a in year five. Current terms restrict the area's use to a maximum of six commercial events per year. It was agreed that the High Street would benefit from increased footfall so to request an increase for up to twelve commercial events per year to permit regular trading stalls. Examples given included local fresh fruit and vegetables, fresh fish or plants.

14. **APPROVE THE JOB DESCRIPTION FOR THE DEPUTY CLERK**

The amendments included further detail on financial responsibilities, and a plan is in place to ensure that these aspects are covered. It was noted that this job description could be used to recruit a replacement if needed. It was all agreed by shows of hands to approve the job description for the Deputy Clerk.

Action Point: The Clerk to ensure delegated authority is in place in the Standing Orders.

15. **FINANCE**

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

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

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

The councillor vacancy will be advertised online and in the September edition of local magazines, with a view to co-option at Full Council in October. The Plans Advisory Committee will consider registering assets of community value, e.g. building such as The George Hotel.

17. **DATE OF NEXT MEETING**

17th June 2026.

Meeting Closed at 11.50am.