

HENFIELD PARISH COUNCIL - FINANCE RISK & CHANGE GOVERNANCE COMMITTEE

**Meeting of the Finance Risk & Change Governance Committee held on
Wednesday 17th June 2026 at 10:30am in the Committee Room at The Henfield Hall.**

Present: Cllr J Jones, E Goodyear, M Morgan, S Leader and J Potts.

In attendance: Mr K Wright (Clerk) and Mrs R Grantham (Deputy Clerk).

1. **DECLARATION OF MEMBERS' INTERESTS**

None.

2. **APOLOGIES**

Received from Cllrs Jemmett and Shaw.

3. **APPROVAL OF THE MINUTES OF THE MEETING HELD ON 20th MAY 2026**

Approved. Signed and dated by the Chairman.

4. **MATTERS ARISING**

None.

The Chairman adjourned the meeting.

OPEN FORUM

The Chairman reconvened the meeting.

5. **CHAIRMAN'S ANNOUNCEMENTS**

None.

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

Three specialist suppliers were approached, one declined to quote and one provided an indicative quote but then failed to respond to further queries. Quotations with comparisons had been circulated at a prior meeting and authority delegated to spend up to £3000. The preferred supplier has confirmed the final build cost as £899 ex VAT. Additional options are then added which then form the ongoing annual cost, this is £650 per annum to include the domain name, compliance and support, a form builder and direct links to the planning portal. Other features such as taking online payments and password protected pages could be added at a later stage. The branding sheet was then shown to the Committee containing details of colours, font selection and website icon. The site map has also been completed.

Action Point: The Deputy Clerk to instruct the preferred supplier to commence the build.

7. **MOTION: CONSIDER A RESPONSE TO HORSHAM DISTRICT COUNCIL IN RESPECT OF THE COMMUNITY GOVERNANCE REVIEW**

This decision was delegated to the committee by Full Council. Boundary issues were discussed at a meeting with Upper Beeding. It was noted that there are 188 electors in the Henfield ward of Small Dole, approximately a quarter of the village, the vast majority being on the western side of the A2037. It was considered that there would be no need to move the eastern boundary which includes Oreham Common. Small Dole residents will be consulted by Horsham District Council (HDC).

It was **PROPOSED** by Cllr Goodyear, **SECONDED** by the Chairman and **VOTED ALL IN FAVOUR** to respond to HDC that the Henfield Parish boundary should be moved north to the county boundary but only on the western side of the A2037 with the eastern side remaining unchanged, but that Henfield Parish Council would only agree to this if it is able to retain fifteen Councillors.

8. **MOTION: CONSIDER THE LEGAL AGREEMENT FOR DC/25/1019 – LAND WEST OF SHOREHAM ROAD – 17 MICRO ALLOTMENTS**

It was noted that if the parish boundary changes as suggested in item 7, the land in question would move into Upper Beeding Parish. Also, that it is likely that allotments could be run by a management company as is the case in other local developments. It was **PROPOSED** by the Chairman, **SECONDED** by Cllr Morgan and **VOTED ALL IN FAVOUR** to confirm that Henfield Parish Council do not wish to take on management of the allotments.

9. **MOTION: TO APPROVE THE PARISH COUNCIL INTERNAL CONTROLS**

A draft was circulated prior to the meeting with only minor changes for clarification. It was **PROPOSED** by Cllr Potts, **SECONDED** by Cllr Leader and **VOTED ALL IN FAVOUR** to approve the Parish Council Internal Controls.

10. **FINANCE**

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

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

c) One Year Ethical Fixed Rate Account – 3.56% Interest.
The previous one-year fixed deal with Charity Bank has now ended. As it had been necessary to respond within two weeks and there was no cooling off period, the decision was taken by the Chairman, Cllr Goodyear and the Clerk that it would be most appropriate to keep the account with Charity Bank for a further fixed rate of 3.56% for one year. Comparison with other similar accounts showed very little difference in interest rates offered.

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

A funding request has been received from the Haven. It was noted that the Henfield Hall is in a similar financial position. It was noted that the Parish Council regularly fund the Youth Club and have funded the Scout Community Centre and Leisure Centre. Cllr Goodyear recommended that Council consider their general funding approach to ensure that it is consistent across community buildings in the village. This will be an item for discussion at the meeting in September with a view to consideration at Full Council in October as part of budget discussion for the following financial year.

Cllr Potts raised that Chanctonbury Leisure Centre seem to receive more support and attention than Henfield from HDC. He will continue to push for Henfield and suggested that they could host a meeting and that HDC be invited to the opening of the new gym facility.

12. **DATE OF NEXT MEETING**

15th July 2026.

Meeting Closed at 11.20am.