

HENFIELD PARISH COUNCIL - FINANCE RISK & CHANGE GOVERNANCE COMMITTEE

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

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

In attendance: Mrs R Grantham (Deputy Clerk).

1. **DECLARATION OF MEMBERS' INTERESTS**

None.

2. **APOLOGIES**

None.

3. **APPROVAL OF THE MINUTES OF THE MEETING HELD ON 17th JUNE 2026**

Approved. Signed and dated by the Chairman.

4. **MATTERS ARISING**

None.

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.

6. **MOTION: TO APPROVE THE DATA RETENTION & DISPOSAL POLICY**

A draft was circulated prior to the meeting. It was **PROPOSED** by the Chairman, **SECONDED** by Cllr Goodyear and **VOTED ALL IN FAVOUR** to approve the Data Retention and Disposal Policy.

7. **MOTION: TO APPROVE THE PRIVACY NOTICE**

A draft was circulated prior to the meeting. The word staff to be removed on page three. It was **PROPOSED** by the Chairman, **SECONDED** by Cllr Morgan and **VOTED ALL IN FAVOUR** to approve the Privacy Notice subject to the agreed amendment.

8. **MOTION: TO APPROVE THE STAFF PRIVACY POLICY**

It was noted that there is no mention of Councillors. The Deputy Clerk will seek advice on whether the policy may require amendment. It was **PROPOSED** by the Chairman, **SECONDED** by Cllr Shaw and **VOTED ALL IN FAVOUR** to approve the Staff Privacy Policy subject to ensuring provision for Councillors.

9. **MOTION: TO APPROVE THE SETTING UP OF A WORKING GROUP TO CONSIDER THE INFRASTRUCTURE DELIVERY PLAN & CIL FUNDING**

The purpose of the working group would be to consider whether the format of the IDP is still appropriate, to consider prioritisation and to establish what Community Infrastructure Levy can be used for. The Deputy Clerk is awaiting legal advice from WSALC. It was noted that in future a consultant may be needed. The working group members initially will be the Chairman, Cllr Goodyear, The Clerk and Deputy Clerk. It was **PROPOSED** by the Chairman, **SECONDED** by Cllr Potts and **VOTED ALL IN FAVOUR** to approve the setting up of a working group.

10. **FINANCE**

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

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

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

Cllr Morgan raised that the local branch of the Royal British Legion is permanently closing and the standard will need to be returned. He will investigate further and obtain costs for the Parish Council to consider purchasing a replacement. It was also noted that it would be appropriate to train a second standard bearer for Remembrance.

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 12 below would be prejudicial in the public interest.

12. **PARISH COUNCIL STAFFING**

The committee discussed the resignation of a Parish Administrator and it was agreed that a candidate interviewed for the previous recent vacancy could be appointed if appropriate. The Chairman advised that the Clerk intended to retire in April 2027. She expressed appreciation that he had given very generous notice of his retirement. It was acknowledged that Council policy requires that this position be advertised externally, and agreed that it would be essential for applicants to hold the CiLCA qualification. Cllr Goodyear had in mind a person who would be suitable to act as an independent member of the selection panel. The first step will be to ensure that the Clerk's job description is up to date.

13. **DATE OF NEXT MEETING**

16th September 2026.

Meeting Closed at 11.10am.