HENFIELD PARISH COUNCIL - FINANCE RISK & CHANGE GOVERNANCE COMMITTEE

Meeting of the Finance Risk & Change Governance Committee held on Wednesday 21st October 2026 at 10:30am in the Committee Room at The Henfield Hall.

Present: Cllrs J Jones (Chairman), E Goodyear, R Shaw, S Leader and D Jemmett.
In attendance: Mr K Wright (Clerk), Mrs R Grantham (Deputy Clerk) and Cllr G Perry.

1. **DECLARATION OF MEMBERS' INTERESTS**
   Cllr Goodyear declared an interest in item 9 as she is a Trustee of the Henfield Hall.

2. **APOLOGIES**
   Cllr Morgan.

3. **APPROVAL OF THE MINUTES OF THE MEETING HELD ON 15th JULY 2026**
   Approved. Signed and dated by the Chairman.

4. **MATTERS ARISING**
   a) HR Policies Update
      A range of new model policies are now available from the National Association of Local Councils. A priority order to review has been drawn up.

   b) Website Update
      Images taken from the new website were shown to the committee. There is still content to load before it will switch over and go live.

The Chairman adjourned the meeting.

OPEN FORUM
Cllr Perry stated that she welcomes the formation of the CIL Working Group and asked the group to also consider unspent s106 allocation. She informed the committee that Horsham District Council (HDC) will be looking for brownfield sites to build social housing for rent in partnership with Saxon Wealds. She added that there will shortly be a Southern Water recycling consultation.

The Chairman reconvened the meeting.

5. **CHAIRMAN'S ANNOUNCEMENTS**
   The Chairman stated that Henfield Community Partnership will be involved in facilitating consultation about the Infrastructure Delivery Plan, once the CIL Working Group have reported.

6. **APPROVE EXPENDITURE OF UP TO £2K FOR SIGNAGE AT THE KINGS FIELD, THE SKATE PARK, THE ROTHERY FIELD & THE CHESSBROOK PLAY AREA**
   This was discussed recently by the Children and Young People Committee, who felt the project would be best handled by the Signage Working Group to enable consistency in design. The signage budget is held by this Committee. It was **PROPOSED** by the Chairman, **SECONDED** by Cllr Leader and **VOTED ALL IN FAVOUR** to approve up to £2,000 expenditure for signage at the Kings Field, Skate Park, Rothery Field and Chessbrook Play Area.

7. **CONSIDER THE FIRST DRAFT BUDGETS FOR THE 2027/28 FINANCIAL YEAR AND APPROVE THE INCREASE IN FINANCIAL CAPS FOR SELECTED RESERVES**
   A draft budget prepared in collaboration with individual committee Chairmen was circulated prior to the meeting, with little substantive alteration on last year. The Clerk stated that current calculations suggest an increase in budget of 5.3%, the precept thereby increasing by 5.8%. It was noted that it is difficult to estimate projected employment costs, particularly given the current staff situation. If the projected costs are lowered by £10,000, the precept increase would be reduced to 3.4%, thereby much closer to the current rate of inflation of 3.5%. The Clerk asked the Committee to consider increasing the cap for some reserves due to increasing costs. Following brief discussion, it was agreed to increase the caps as follows;

   Office Refurbishment and Equipment to £6,000
   Cemetery to £30,000

Tree Management to £12,500
Community Events to £8,500
Recreational Equipment and Skate Park to £30,000

It was noted that the tax base for Band D properties should be available from HDC shortly. It was noted that general reserves could be used to cover any overspend.

8. **CONSIDER REPLACING THE CAMERA SYSTEM FOR PARISH COUNCIL MEETINGS**
The current system is six years old and no longer works correctly, as there is a black band across the camera image, and the sound and picture quality is poor. It was suggested that filming the meetings may lead to lower quality debate and that some councillors and public may feel less inclined to comment if they are recorded. The viewing numbers have also declined. Therefore, it was agreed not to replace the equipment at the current time and to encourage more physical attendance at meetings by the public. The Chairman will draw attention to this decision at the next Full Council meeting.

9. **CONSIDER FUNDING TOWARDS NEW SECURITY DOORS AT THE HENFIELD HALL**
The Hall have been experiencing security issues; young people have been entering without permission or purpose to be there, including climbing onto the stage. They have also been abusive and confrontational towards hirers. In the short-term hirers have been asked to lock themselves inside. The Hall's proposal is to have new doors fitted that enable groups to have a key fob for entry, remote locking of the doors and easy, quick exit in the event of an emergency as it is not considered safe to lock doors from inside. New doors would also meet requirements for Martyn's Law, which applies when events attract more than 200 people. The total cost is likely to be £16,000. The Hall do not have sufficient accessible funds, as the proceeds from the sale of the Caretaker's Cottage are being invested long term as per legal advice received from a specialist Charity solicitor, that only interest received could be used for spending. It was noted that the Parish Office have a Ring doorbell camera and have upgraded to include a subscription which will enable them to view historical activity at the main entrance. Following a lengthy discussion, it was concluded that the new doors may not solve the problem and that other options might be preferable such as CCTV. The Hall will also be advised to investigate further the possibility of using funds from the proceed of the house sale.

10. **FINANCE**
a) Confirmation of Reconciliation of Bank Accounts (July, August & September).
Each signed and dated by two Councillors.

c) Internal Controls (To Include Audit Check of Expenditure in July, August & September).
Each signed and dated by two Councillors.

d) Approve a £750 Grant to the Henfield Community Partnership
This has been budgeted for. It was **PROPOSED** by the Chairman, **SECONDED** by Cllr Shaw and **VOTED ALL IN FAVOUR** to approve the grant of £750 to Henfield Community Partnership.

ANY OTHER URGENT MATTERS TO BE RAISED BY COUNCILLORS
None.

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 11 below would be prejudicial in the public interest.

11. **PARISH OFFICE STAFFING**
This item was discussed and resolved in closed session.

12. **DATE OF NEXT MEETING**
18th November 2026.

Meeting Closed at 12:35pm