

## **HENFIELD PARISH COUNCIL - FINANCE RISK & CHANGE GOVERNANCE COMMITTEE**

**Meeting of the Finance Risk & Change Governance Committee  
held on Tuesday 17<sup>th</sup> December 2019  
at 7:00 pm at the Parish Office in the Henfield Hall.**

**Present:** Cllrs E Goodyear (Chairman), J Jones, G Perry, M Eastwood, A Donoghue and N Stevens.

**In attendance:** Mr K Wright (Clerk) and Mrs R Grantham (Parish Administrator).

### **MINUTES**

1. **DECLARATION OF MEMBERS' INTERESTS**

None.

2. **APOLOGIES**

None.

3. **APPROVAL OF MINUTES OF MEETING HELD ON 19<sup>th</sup> NOVEMBER 2019**

Approved, signed and dated by the Chairman.

4. **MATTERS ARISING**

Following a query from Cllr Donoghue, Cllr Goodyear confirmed that the meeting on the 28<sup>th</sup> of November with PMW Ltd didn't take place. The office staff are still collating data for the new website and the meeting will be rescheduled for early January. Cllr Donoghue noted that the Clerk had not contacted her in relation to item 11 from the minutes and he confirmed that he will do so in the New Year. Cllr Eastwood noted that he has put together an analysis of the Horsham District Council (HDC) strategic plan and has added Sustainable Henfield 2030 as a seventh initiative. He has also devised a points score to compare the HDC Corporate plan with Henfield Parish Council's (HPC) Strategic Plan. This will form a starting point for discussion when the Chief Executive Officer of HDC, Glen Chipp, attends the January Parish Council meeting.

*The Chairman adjourned the meeting.*

**OPEN FORUM**

None.

*The Chairman reconvened the meeting.*

5. **CHAIRMAN'S ANNOUNCEMENTS**

None.

6. **APPROVAL OF 2020/21 BUDGETS FOR SUBMISSION TO FULL COUNCIL**

The proposed budget was circulated to members prior to the meeting. The proposed increase to the precept this year is higher than previously at just above 10%. This is partly due to a potential increase in staffing and subsequently salaries and additional funds needed for the cemetery extension. Cllr Jones confirmed that the total cost for the cemetery paths is likely to be in the region of £25,000. The Clerk suggested reducing or removing the provisions for resurfacing the leisure centre car park and council van. The Chairman and Cllr Eastwood both supported a reduction. Cllr Stevens recommended caution in reducing the council van provision.

It was resolved to reduce the tree budget by £1,000, remove the car park resurfacing budget of £3,000 and reduce the photocopier budget by £400. This saves a total of £4,400. It was also resolved to change the 'office salaries' budget line to 'employment costs'.

**It was proposed by Cllr Goodyear, seconded by Cllr Stevens and voted all in favour to approve the proposed the income and expenditure of £292,148. This is an 8.9% increase over 2019/20.**

## 7. APPROVAL OF 2020/21 PRECEPT FOR SUBMISSION TO FULL COUNCIL

It was proposed by Cllr Stevens, seconded by Cllr Jones and voted all in favour to approve the proposed precept of £257,548, reflecting an increase of 7.9% against Tax Base Band D.

## 8. COUNCIL COMMITTEES – KEY ISSUES

Cllr Jones confirmed the new public conveniences are now open. The Clerk confirmed that the new cemetery lights have been well received by Parsonage Track Residents Group, however there has been a request to change the angle of the lights on the Link Road. Cllr Eastwood confirmed alterations to the Link Road lights will be scheduled for after Christmas. It was agreed by the meeting that the cemetery lights project is now completed and there will be no further works carried out.

### a) To Consider the Allocation of £45,843.86 and £1,953.00 S106 Funding

Cllr Goodyear confirmed that the criteria for the use of the £45,843 funds is now unclear with a potential division of £36,000 for outdoor facilities and £9,000 approximately for youth facilities. Cllr Stevens confirmed that the Henfield Hall project still fits the Local Equipped Area for Play (LEAPS) and Neighbourhood Equipped Area for Play (NEAPs) definition. The only variation to these conditions appears to be that the facilities are indoor instead of outdoor. Cllr Eastwood suggested contacting Persimmon in order to request repurposing the £45,843.86 S106 funds for use by the Henfield Hall and Henfield Leisure Centre with potentially a 50/50 split.

**Action Point: The Administrator to source a blank copy of the relevant application form to apply for S106 funds.**

It was proposed by Cllr Eastwood, seconded by Cllr Donoghue and voted all in favour to write a letter to Persimmon to request a variation in order to allocate the £45,843.86 of S106 funds to the Henfield Hall roof repairs and replacement of the sports hall floor at the Leisure Centre, with a 50/50 split, provided they are both eligible.

**Action Point: Cllr Eastwood to draft a letter to Persimmon.**

It was proposed by Cllr Eastwood, seconded by Cllr Perry and voted all in favour to request that the £1,953 be allocated to the Tennis Club.

## 9. YEAR OF GREEN ACTION

### a) Monitoring the Parish Climate and Environment Action Plan - March 2019 to April 2020

Cllr Perry thanked Cllr Jones for her assistance in producing the document and has circulated the amended action plan to members prior to the meeting. She has also drafted a document for recording and reporting actions that have been taken by the Parish Council. Cllr Eastwood noted the bike shelter at the Leisure Centre, lower wattage Youth Club lights and installation of electric vehicle charging points can also be added. It was resolved to review the document quarterly and that the Year of Green Action should feature as an item in the Annual Parish Meeting. It can also be added to the new website.

**Action Point: All committee Chairs to make a note of any initiatives that have taken place, so that they can be added as completed actions.**

**Action Point: Cllr Perry to update the document and forward to the Clerk so that he can circulate to all councillors.**

## 10. HEALTH AND SAFETY AND BUSINESS CONTINUITY RISK REGISTERS – REVIEW OF ANY CURRENT ISSUES

This is not due until February 2020.

Cllr Donoghue queried whether there were any issues with lone working for office staff. The Clerk confirmed that neither he or the Deputy Clerk have any particular concerns.

## 11. STAFFING

*To resolve, under the Public Bodies (Admissions to Meetings) Act 1960, in accordance with Standing Orders s.1(d) to exclude the press and public on the grounds that the confidential matters to be discussed under item 11 (a and b) below would be prejudicial in the public interest.*

**The Parish Administrator left the meeting.**

a) Update on Additional Staffing

b) Update on Staff Benefit Proposals

*The above two items were fully discussed by the Committee.*

**The Parish Administrator rejoined the meeting.**

## 12. **FINANCE**

a) Confirmation of Reconciliation of Bank Accounts (November)

Nat West Business Reserve, Barclays Rate Reward, Barclays Current Account, HSBC Money Manager and HSBC Community Account.

The reconciliation and statement for the above accounts were inspected and signed by two Councillors.

b) Internal Controls (To Include Audit Check of Expenditure) – Stackhouse Poland (£493.92)

Inspected and signed by two Councillors.

c) Progress Report 2019/20

Another instalment for the public conveniences has been paid but there is still approximately another £7,000 to pay. The relevant £37,526 of S106 funding has still not been received. Otherwise the finances are on track for the year.

d) Consider Additional Provision to Reserves for the Henfield Museum

Cllr Donoghue noted that the next step for the newly formed committee is to review the accounts.

**It was proposed by Cllr Donoghue, seconded by Cllr Goodyear and voted all in favour to make provision, so that any excess income over budget can be allocated to the Museum Reserve, rather than going into General Reserves.**

e) Return of Summer Fair Funds from the Henfield Community Partnership

The £2,400 that was given to the Community Partnership to run the Summer Fair has now been passed back to HPC. This will be added as a provision to the reserves at the end of the 2019/20 financial year.

f) High Street Litter Warden – Weekend Hourly Rate

Currently the litter wardens are paid £8.44 per hour, but the High Street Litter Warden receives a higher rate per hour at weekends. There is a significantly higher volume of litter to collect at the weekend. It was proposed by Cllr Goodyear, seconded by Cllr Eastwood and voted all in favour to maintain the 9.4% difference in hourly rate.

## 13. **ANY OTHER URGENT MATTERS TO BE RAISED BY COUNCILLORS**

Cllr Donoghue raised the issue of the National Fund for Cycling and had circulated details to members prior to the meeting. It was resolved to discuss further at the Open Spaces (OS) and Village Centre (VC) meetings.

**Action Point: The Clerk to include the National Fund for Cycling on the January OS and VC agendas.**

Cllr Donoghue asked when the Annual Parish Meeting will be discussed. Cllr Goodyear confirmed this will be resolved in the New Year. Current topics are likely to include the Year of Green Action, Community Speedwatch, the cemetery extension, S106 funding and social prescribing. Any or all of these could feature as display stands.

**Action Point: The Clerk to circulate the correct meeting calendar for 2020.**

14. **DATE OF NEXT MEETING** - Tuesday 21<sup>st</sup> January 2020.

**Meeting closed at 9:13pm.**