

HENFIELD PARISH COUNCIL - FINANCE RISK & CHANGE GOVERNANCE COMMITTEE

**Meeting of the Finance Risk & Change Governance Committee
held on Tuesday 18th February 2020 at 7:00 pm
at the Parish Office in the Henfield Hall.**

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

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

MINUTES

1. **DECLARATION OF MEMBERS' INTERESTS**

None.

2. **APOLOGIES**

Cllr Nigel Stevens.

3. **APPROVAL OF MINUTES OF MEETING HELD ON 21st JANUARY 2020**

Approved, signed and dated by the Chairman.

4. **MATTERS ARISING**

a) **Parish Council Website Update**

The Chairman confirmed that she, the Clerk, the Administrator and Cllr Jones attended website training at PMW and it has been agreed that the website will go live with a soft launch on Wednesday 26th February. It will then be launched officially at the Annual Parish Meeting on the 3rd of March. The Chairman then demonstrated the new website to the Committee members. Cllr Donoghue requested that the Museum Committee is added to the drop down menu for Henfield Parish Council. It was agreed to publish draft minutes on the website but to ensure that it is made clear that they are subject to approval. It was also agreed to report any issues or problems to the administrator@henfield.gov.uk email address

Action Point: The Administrator to add the Museum Committee to the Henfield Parish Council drop down menu.

Action Point: The Administrator to set up a grid on the website for Councillors photographs.

b) **S106 Funding Update**

The Clerk confirmed that consultations for both the Leisure Centre and Henfield Hall S106 applications finished today. The Clerk has responded to Horsham District Council (HDC) stating that Henfield Parish Council (HPC) fully supports both applications. A response is awaited from HDC.

The Chairman adjourned the meeting.

OPEN FORUM

There were no members of the public at the meeting.

The Chairman reconvened the meeting.

5. **CHAIRMAN'S ANNOUNCEMENTS**

There were no Chairman's announcements.

6. **COUNCIL COMMITTEES – KEY ISSUES**

Cllr Jones reported from the Village Centre Committee that the cemetery working group meeting will be postponed due to the absence of the Deputy Clerk. She also reported that the governance structure has been discussed again. Cllr Eastwood asked whether the cemetery extension will be ready to open this year, Cllr Jones stated that this is the intention.

Cllr Perry reported from the Open Spaces Committee that tree work was approved at the recent meeting, but that interim tree work and post-storm inspections may also be necessary.

Cllr Donoghue reported from the Museum Committee that she is still in discussion with the Treasurer of the Friends of the Museum (FoHM) to align the timelines for comparison purposes, as the Parish Council accounts use the financial year and the FoHM use a calendar year.

Cllr Eastwood reported that the lighting columns on the Link Road have been adjusted today. He also mentioned the work to replace the stile with a kissing gate at the Bull will take place on the 10th and 11th of March. There is now an Inter-Parish Group (IPG) website in regard to encouraging residents to comment on the HDC Draft Local Plan. The IPG has also produced publicity material. The accessibility of the Local Plan document was also discussed as well as the difficulty with logging comments. The Computer Club have drop-in sessions at the Henfield Hall in order to assist people and it was agreed that the Clerk can issue standard instructions if enquiries are made to him.

7. ANNUAL PARISH MEETING – TUESDAY 3RD MARCH

The Chairman has summarised the Village Centre and Finance reports with bullet points for the displays. She will do the same for Open Spaces will bullet points and photographs to be supplied by Cllr Perry. Cllr Eastwood confirmed the contents of the agenda, the presentations that have been organised and highlights of his introduction and summary. Cllr Donoghue advised Cllr Eastwood that there may be mention of the possible provision of Neighbourhood Wardens in Henfield. Cllr Eastwood confirmed that this can be reviewed again.

Action Point: The Clerk to organise tables and chairs for the meeting.

Action Point: Cllr Perry to supply the Chairman with bullet points and photographs for Open Spaces display.

Action Point: Cllr Donoghue to supply the Chairman with bullet points for the Museum display.

8. HEALTH AND SAFETY AND BUSINESS CONTINUITY RISK REGISTERS – ANNUAL REVIEW OF REGISTERS

The audits of both the Health & Safety Risk Register and the Business Continuity Risk Register have been carried out by the Clerk and the Chairman. These were circulated with the agenda. Most of the risks are the same, however the Chairman highlighted the key amendments. A fire drill was also carried out and all alarms were tested. Cllr Donoghue suggested that the Museum may be able to store the large Burial Plan safely once the new cemetery software is in place

It was **PROPOSED** by Cllr Eastwood, **SECONDED** by Cllr Jones and **VOTED** all in favour to approve the audit.

9. INFRASTRUCTURE DELIVERY PLAN UPDATE

The latest version provided by Cllr Eastwood was circulated to members with the agenda. He has also shown the administrator how to reconcile the plan.

10. FINANCE

a) Confirmation of Reconciliation of Bank Accounts (January)

Nat West Business Reserve, Barclays Current, Barclays Rate Reward and Barclays Link Road. HSBC Money Manager and HSBC Current accounts had no entries in January to reconcile.

Checked and signed by all Committee members present.

b) Internal Controls (To Include Audit Check of Expenditure) – Southern Beeches Ltd – Various Tree Work (£1,935.00)

Checked and signed by Cllr Donoghue and Cllr Perry.

c) Progress Report 2019/20

The Clerk stated there was nothing to report for January. Expenditure of £18,708 is the lowest monthly total in the 2019/20 financial year and expenditure is within budget. The final invoice from Mackleys has still not been received.

d) Purchase of a Dell Laptop for the Parish Administrator

The cost of a new laptop for the Parish Administrator was £595.38. This takes expenditure for the Computer Costs to £2,711, against a budget for the year of £2,500. However the final Finance budget overall should be under target.

It was **PROPOSED** by the Chairman, **SECONDED** by Cllr Perry and **VOTED** all in favour to approve the expenditure on the laptop.

e) Approve Expenditure from Planning & Legal Reserve

The cost of the Henfield Parish Councils contribution to the IPG publicity is approximately £270, plus there will be another £250 approximately for the postage of flyers to Henfield Residents. Cllr Eastwood said that a transport report may also be needed and this cost could be up to £3,000.

With regards to the Neighbourhood Plan, Mr Osgood has asked for two more days from the planning consultant at a cost of £450 per day, plus an additional £400 for publicity. The Neighbourhood Plan budget for 2020/21 is £500. It was agreed at the September Finance meeting that this reserve could cover any overspend on the Neighbourhood Plan of up to £1,500. Currently the expenditure is £401 over budget.

It was **PROPOSED** by Cllr Donoghue, **SECONDED** by Cllr Jones and **VOTED** all in favour to approve expenditure on the Neighbourhood Plan, Local Plan publicity and a potential transport report.

f) Review New Cemetery Fees Proposed by the Village Centre Committee

The new fees were agreed at the February Village Centre Committee meeting, including the introduction of some new fees to cover the additional tasks identified to comply with recent burial legislation. There has also been an extension of the Exclusive Right of Burial from 50 years to 100 years. It was noted by the Committee that a very thorough report and comparison of fees with five other local parish councils was conducted by the Deputy Clerk.

It was **PROPOSED** by the Chairman, **SECONDED** by Cllr Eastwood and **VOTED** all in favour to approve the new fees.

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 10 (g) below would be prejudicial in the public interest.

g) Consider Backdating Pension Arrangements

The Committee discussed the outstanding pension contributions due to the Deputy Clerk. A proposal will be put to the Deputy Clerk by the Clerk, but if it is not acceptable, an alternative proposal will be implemented.

This was **PROPOSED** by the Chairman, **SECONDED** by Cllr Perry and **APPROVED** unanimously.

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

There were no other urgent matters to be raised.

12. **DATE OF NEXT MEETING** - Tuesday 17th March 2020.

Meeting closed at 9:20pm.