

HENFIELD PARISH COUNCIL - FINANCE RISK & CHANGE GOVERNANCE COMMITTEE

Meeting of the **Finance Risk & Change Governance Committee**
held on **Tuesday 15th June 2021** at **7pm** in the Henfield Hall.

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

In attendance: Mrs R Grantham (Operations Manager).

MINUTES

1. ELECTION OF VICE CHAIRMAN FOR FORTHCOMING YEAR

The Chairman confirmed that Cllr Donoghue was happy to stand again. It was **PROPOSED** by the Chairman, **SECONDED** by Cllr Perry and **VOTED ALL IN FAVOUR** to elect Cllr Donoghue as Vice Chairman for the forthcoming year.

2. DECLARATION OF MEMBERS' INTERESTS

None.

3. APOLOGIES

None.

4. APPROVAL OF MINUTES OF MEETING HELD ON 27th APRIL 2021

Approved, signed by the Chairman.

5. MATTERS ARISING

a) Personnel Documents – Update

These are now available on the website. Cllr Donoghue and the Clerk have compiled a list of which documents are most important for Councillors to read now and which can wait until needed for a particular purpose eg recruitment.

Action Point: The Clerk to circulate the list to all staff and Councillors.

b) WSALC and NALC Subscriptions

The subscriptions have now been paid.

c) Staff performance reviews

Performance reviews have been carried out for all staff and mid year review dates set for October.

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

The Chairman confirmed the Clerk is doing well following his surgery and that he may begin responding to emails next week or following week. It is hoped that he may be able to complete the payroll, if not the Chairman or Cllr Eastwood are able to make the payments.

The Operations Manager is currently updating the CCTV policy due to the installation of a new camera on the high street, this will be brought to full council on 6 July 2021 for approval.

6. BIODIVERSITY OVERSIGHT GROUP UPDATE

Habitat surveys have begun and the group are working to prepare a Carbon Reduction Plan for HPC. Initially looking at how the Parish Council can improve its carbon footprint this year but also looking to the future as well as being able to guide local residents. Suggestions so far have included more LED lighting, improving the windows in the Parish Office, switching off IT equipment overnight, an electric van for works officers and considering sustainability when choosing suppliers and contractors. The university students who carried out the recent survey for SH2030 also suggested trying to improve public transport to discourage car use. The Biodiversity Group would welcome any other thoughts Councillors may have.

Cllr Perry explained that SH2030 are intending to hold a public meeting in September to discuss nature recovery and carbon reduction. She suggested that the Parish Council could co host the event. She also reported some positive news about possible funding of some solar panels in community buildings in the village, and that SH2030 have been advised to ensure that any local groups running community buildings are aware that this is the type of application they might be keen to see.

7. APPROVAL OF HPC LIVE STREAMING PROCEDURE

A draft was circulated prior to the meeting drawn up with guidance from the Horsham District Council (HDC) Head of Legal and Democratic Services. The Chairman briefly summarised the document and invited comments. Cllr Stevens expressed concern that it does not comply fully with government guidance that he had recommended, however it was felt that that his own suggested guidance refers to members of the public wanting to record meetings, rather than the Parish Councils own procedures. The Chairman agreed that separate guidance may be needed for this.

Various revisions were suggested. **It was agreed** to revise the guidance and bring to full council for approval in July. Further guidance will be sought from HDC regarding the need for a separate policy for members of the public recording meetings.

8. FINANCE

a) Confirmation of Reconciliation of Bank Accounts (May).
This will be carried forward to the next meeting due to the Clerks absence.

b) Internal Controls (To Include Audit Check of Expenditure) -WSSC Street Lighting – (£3,786.65).
This will be carried forward to the next meeting due to the Clerks absence.

9. TO APPROVE THE SPLIT OF COSTS WITH HENFIELD CRICKET CLUB FOR CAR PARK REPAIRS

Cllr Perry explained that several months ago and following advice from the Clerk, it was agreed to split the costs equally with the cricket club however the cricket club have suggested that the Parish Council pay 85% of the cost as they have calculated that this fairly represents their own usage. The rest is made up of dog walkers and other visitors to the Common. Cllr Perry commented that the pavilion project is likely to be delayed for several years and that the intention would be to carry out a repair rather than total replacement of the car park surface. The Chairman also commented that the turning of lorries in the carpark needs to be addressed as this is likely causing damage to any future surface. Following brief further discussion **it was agreed** to closely inspect the terms of the lease to establish who is responsible for the carpark and to discuss again at full council in July.

Action Point: Cllr Eastwood to collect the lease from the office and establish responsibility for the car park repairs.

10. **TO APPROVE A SPEND OF UP TO £1500 FROM GENERAL RESERVES FOR SKATE PARK REPAIRS.**

The Operations Manager confirmed that a few minutes before the meeting the actual quotation was received at £1250 ex VAT. Cllr Perry explained that the Parish Administrator has spent several months trying to obtain additional quotes and had tried at least 7 contractors but as it is such specialist work only one quotation was obtained.

It was **PROPOSED** by Cllr Perry, **SECONDED** by Cllr Eastwood and **VOTED ALL IN FAVOUR** to accept the quotation for £1250 ex VAT for repairs to the skate park surface.

11. **TO APPROVE THE FUNDING REQUEST FOR £300 FOR A JAZZ BAND FOR THE WALK FOR LOUISE**

Cllr Eastwood explained that only £200 was needed as Henfield Community Partnership had agreed to share the cost with the Parish Council at £150 each. A further £50 will be needed for wristbands for the event as Sussex Prairies are allowing free entry to participants.

It was **PROPOSED** by Cllr Eastwood, **SECONDED** by Cllr Jones and **VOTED ALL IN FAVOUR** to approve the funding request for £200 for a jazz band for the Walk for Louise.

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

Cllr Perry confirmed that the Common car park repairs had been discussed at the recent Recreation and Open Spaces meeting but that Cllr Sharp had wanted a site visit with the works officer to establish the scope of works needed prior to approval. This will be brought to full council in July.

10. **DATE OF NEXT MEETING** - Tuesday 20th July 2021.

Meeting Closed at 7.50pm