

HENFIELD PARISH COUNCIL - FINANCE RISK & CHANGE GOVERNANCE COMMITTEE

Meeting of the Finance Risk & Change Governance Committee held on
Tuesday 21st September 2021 at 6:00pm in the Henfield Hall.

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

In attendance: Mrs R Grantham (Operations Manager) and Mr K Wright (Clerk) via Zoom conference due to self isolation from COVID.

MINUTES

1. **DECLARATION OF MEMBERS' INTERESTS**

None.

2. **APOLOGIES**

Cllrs Donoghue and Eastwood.

3. **APPROVAL OF MINUTES OF MEETING HELD ON 15th JUNE 2021**

Approved, signed and dated by the Chairman.

4. **MATTERS ARISING**

The Clerk reported that the skate park repairs have been completed, the Jazz Band for Walk for Louise has been paid for and the Personnel Documents have been circulated.

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**

The Chairman reported that the first working group meeting to discuss events for the Queen's Platinum Jubilee has now taken place with lots of ideas discussed and action points allocated to research further.

6. **TO REVIEW THE REQUEST FROM THE HENFIELD HAVEN CONCERNING THE BALANCE OF THE HENFIELD HELPLINE FUNDS**

An email from the Haven Treasurer was circulated prior to the meeting.

The Chairman confirmed that there is £5,756 remaining as restricted funds in the Haven bank account which had been intended for use in running the Helpline. This cannot be returned to the original donors. She added that the Helpline has not yet officially closed and that the Haven have already agreed to continue keeping the phone line active. Options for the money include keeping the funding ringfenced at the Haven or with Henfield Parish Council (HPC), to be used solely for the Helpline in future, to allow the Haven to use the funds unrestricted towards their other services, or to postpone a decision until the spring on the basis that the winter months may see a need for the Helpline due to increased cases of COVID or influenza.

Following discussion it was **PROPOSED** by Cllr Jones, **SECONDED** by Cllr Stevens and **ALL AGREED** to allow the Haven to use the funds unrestricted providing that they keep the phone number for the Helpline and reactivate the Helpline services should they become needed.

7. **MOTION: TO APPROVE THE HENFIELD PARISH COUNCIL COMMUNITY RESILIENCE FRAMEWORK**

A draft was circulated prior the meeting. It was noted that phone numbers were missing as these are still continuing to be researched and if included they would need to have been redacted.

The Chairman explained that she had spent a year devising the plan and had collaborated with many organisations in the village such as the Haven and churches who were particularly effective in identifying vulnerable people. In addition, Henfield Community Partnership and BN5 magazine who have excellent communications with the community and local businesses and the BP Guild

and Parish Council works' team who have manpower and other useful connections. Key community buildings have also been identified that have internet access, toilets and a kitchen. The directory part of the framework will need to be reviewed at least annually to ensure details for organisations are up to date.

Cllr Jones mentioned that the school had not been included. The Chairman responded that she felt that their obligations would be to WSCC. Cllr Perry suggested double checking that the email address for the Helpline was correct as the Hub is now not operating.

Action Point: The Chairman to check the email address for the Helpline.

It was **PROPOSED** by the Chairman, **SECONDED** by Cllr Perry and **ALL AGREED** to approve the Community Resilience Framework.

8. **TO REVIEW THE AMENDED INTERNAL CONTROLS AND SUBMIT TO THE OCTOBER PARISH COUNCIL MEETING FOR APPROVAL**

A draft with tracked changes was circulated prior to the meeting.

The Clerk explained that these were minor alterations which included expanding the insurance definition to include Parish Office Staff and Works Officers as well as the Clerk.

It was **PROPOSED** by Cllr Stevens, **SECONDED** by Cllr Jones and **ALL AGREED** to recommend approval of the internal controls to full council in October.

9. **TO REVIEW THE CARBON REDUCTION PLAN AND SUBMIT TO THE OCTOBER PARISH COUNCIL MEETING FOR APPROVAL**

It was **agreed** to take this document to Full Council for approval.

10. **TO APPROVE AN ANNUAL SUBSCRIPTION TO THE OPEN SPACES SOCIETY**

The Chairman explained that HPC had been prior members and that she expects the expertise and advice from this charity would be very useful to the Joint Commons Committee as well as Recreation and Open Spaces Committee. They would also be able to conduct research on HPC's behalf if needed. Cllr Perry agreed and stated that she had sought guidance from the Open Spaces society when completing the RDPE grant application.

It was **PROPOSED** by the Chairman, **SECONDED** by Cllr Jones and **ALL AGREED** to approve the annual subscription to the Open Spaces society at a cost of £45 p.a.

11. **TO APPROVE THE AMENDMENTS TO THE INFRASTRUCTURE DELIVERY PLAN (IDP)**

An amended version was circulated prior to the meeting.

The Operations Manager explained that there were three amendments. On the main IDP Horsham schedule there had been an addition of the bike park and the amount needed by the Medical Centre had increased from £200,000 to £250,000. On the list of smaller projects, 'shade at play areas' had been added as requested by a group of parents at a recent Henfield Community Partnership meeting. The Operations Manager agreed to alter the wording slightly for the shade location to 'all play areas' from the 'Kingsfield'.

Subject to the amendment above, It was **PROPOSED** by the Chairman, **SECONDED** by Cllr Jones and **ALL AGREED** to approve the amendments to the IDP.

Cllr Stevens commented that the remaining S106 Health funding may be able to support a potential outdoor gym project as well as shade at play areas. It was suggested by the Clerk to include the use of IDP funds on the next agendas for Village Amenities and Recreation and Open Spaces in order to discuss the potential use of any remaining S106 money.

Action Point - The Operations Manager to contact Horsham District Council to ask whether Health funding could support an outdoor gym project or shade for play areas.

12. **FINANCE**

a) Confirmation of Reconciliation of Bank Accounts (June, July & August)

Approved and signed by two Councillors.

b) Internal Controls (To Include Audit Check of Expenditure) – Agrifactors (Southern) Ltd – Native Seed (£130.00), WSCC Street Lighting Maintenance & Power (£3,786.65), May Hall Bookings (£71.00), Mulberry & Co – Training (£70.00) & Online Playgrounds – Centre Crutch Support (£36.83)

Approved and signed by two Councillors.

c) To Consider the Insurance Quotations provided by Came & Company and Select the Preferred Option

The Clerk explained that Came & Co had sought three quotes on HPC's behalf and had recommended acceptance of the quotation from Hiscox for £2,643.53. This price represents an increase of 5.5% on the previous year and will be fixed for three years. The level of cover is the same as previously provided by Pen/Axa. The renewal from Pen/Axa had been quoted as £2,906.75 and Ecclesiastical had declined to quote.

It was **PROPOSED** by the Chairman, **SECONDED** by Cllr Stevens and **ALL AGREED** to accept the quotation for insurance from Hiscox for £2,643.53 to be fixed for three years.

d) To Approve the Use of Museum Reserves to Help Fund the Museum Scanning Project

Cllr Jones explained that the aim of the project was to preserve and protect fragile museum resources, but also to allow them to be used and shared digitally for example on the museum website. She added that it is hoped that the museum may also be able to generate more income by selling prints. Henfield Arts Society have already generously donated £300 towards the project and it is expected that the Friends of Henfield Museum may also contribute half of the potential cost. The Clerk confirmed that there is £3,965 available in Museum Reserves.

It was **PROPOSED** by Cllr Jones, **SECONDED** by Cllr Stevens and **ALL AGREED** to approve the use of Museum Reserves to help fund the scanning project.

e) To Approve the Use of Henfield Trails' Reserves to Fund the Three Parish Trail Leaflet

The Clerk explained that this project is £1,017 over budget. Funding this leaflet will finalise the work on this project and there is more than enough available in allocated reserves. Cllr Perry explained it would be more cost effective to finalise the project now than to restart it at a later stage.

It was **PROPOSED** by Cllr Jones, **SECONDED** by Cllr Perry and **ALL AGREED** to approve the use of Henfield Trails Reserves to fund the Three Parish Trails leaflet.

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

There were none.

14. **DATE OF NEXT MEETING** - Tuesday 19th October 2021.

Meeting Closed 6.53pm.