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

**Meeting of the Finance Risk & Change Governance Committee held on**

**Tuesday 21st December 2021 at 4:00pm via Zoom.**

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

**In attendance:** Mr K Wright (Clerk), Mrs R Grantham (Operations Manager) and two members of Community Transport Sussex.

**M I N U T E S**

1. **DECLARATION OF MEMBERS’ INTERESTS**

None.

1. **APOLOGIES**

Cllr N Stevens.

1. **APPROVAL OF MINUTES OF MEETING HELD ON 16th NOVEMBER 2021**

Approved, to be signed at a later date in the Parish Office.

1. **MATTERS ARISING**

There were no matter arising from the previous meeting.

*The Chairman adjourned the meeting.*

**OPEN FORUM**

There were no members of the public present at the meeting.

*The Chairman reconvened the meeting.*

1. **CHAIRMAN’S ANNOUNCEMENTS**

The Chairman stated that there may be several more remote meetings in the next few weeks due to COVID restrictions.

1. **REVIEW THE FUNDING AND UTILISATION OF THE COMMUNITY BUS**

The Chairman explained that, having received usage numbers, it appears that the free bus on a Thursday between Henfield and Small Dole is not well used. The Parish Council are hoping that an alternative use could be found in order to achieve the best value for the £4,000 per year contribution. The representatives from Community Transport Sussex agreed that the Thursday service is not well used and the bus often sits empty and unused at Red Oaks. They agreed that alternative uses would be appropriate including offering a service to the Youth Club or other community organisations. The bus would be available Tuesday to Friday 10am to 2pm as well as in the evenings. The capacity is for 16 passengers,but they can accommodate wheelchair users which reduces capacity, as well as young children, providing that appropriate car seats are available.

**It was agreed** to discuss the matter further at the January meeting of this committee, with a view to contacting community organisations to ask if they would be interested in using the service.

1. **CONSIDER THE 2022/23 BUDGETS FOR SUBMISSION TO FULL COUNCIL**

A draft budget was circulated prior to the meeting. This had been amended as per the suggestions made at the previous meeting. The Clerk explained that the £314,405 total expenditure/income proposed reflects an overall increase in expenditure and income of 5.5%, resulting in a net increase in precept of 5%. This will result in a Band D property increase of 3%, due to the increase in the number of households. The Chairman explained that that a small amount had been removed from various budgets to keep the Band D increase to 3% on the basis that the Parish Council have healthy reserves to top up budgets if necessary.

**It was all agreed by show of hands** to recommend the submission of the budget to Full Council.

1. **CONSIDER THE 2022/23 PRECEPT FOR SUBMISSION TO FULL COUNCIL**

**It was all agreed by show of hands** to recommend the precept of £277,355 for submission to Full Council.

1. **REVIEW OF COUNCIL DOCUMENTS**

The Clerk explained that most documents are up to date and that the only documents due for review in 2022 are the annual risk register review to be carried out in February, and the Complaints procedure which is due for its 3 yearly review in April 2022. Cllr Eastwood also asked that the Asset Register is updated before the auditor visit in May 2022.

**Action Point: The Clerk to add the Risk Register to the February agenda and the Complaints Procedure to the March agenda.**

1. **FINANCE**
2. Confirmation of Reconciliation of Bank Accounts (November)

These will be inspected and signed at a later date.

1. Internal Controls (To Include Audit Check of Expenditure) – (November)

These will be inspected and signed at a later date.

1. To Consider the Replacement of the Parish Office Windows

The Clerk confirmed that the cost is £2,029 ex VAT. Henfield Hall are paying 20%, the Parish Council will pay 20% from the Parish Office Refurbishment Reserve and the balance will be paid for by CIL.The Hall have submitted their CIL funding request. The work will be carried out on 11th February 2022.

1. Consider Transferring £2,300 from the Kingsfield Trust Account

The Clerk explained that this budgeted annual transfer of funds pays for the mole control, grass cutting and dog bin emptying on the Kings Field. **It was all agreed by show of hands.**

1. Consider Payments to Henfield Church and the Henfield Club

The Clerk explained that £500 is budgeted for St Peter’s Church towards the upkeep of the old cemetery and £200 is budgeted to be paid to the Henfield Club towards the upkeep of the war memorial and towards refreshments on Remembrance Sunday. **It was all agreed by show of hands.**

1. Consider Raising the Museum Improvement Reserve Cap from £2,909 to £5,000

The Chairman explained that there will be no additional funding, just that it is proposed to lift the cap on the Museum Improvement Reserves. Cllr Donoghue commented that raising the cap to £5,000 would be appropriate and represents around a years worth of running costs. She also commented that the museum is also planning to invest in order to generate more income. **It was all agreed by show of hands.**

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

Cllr Donoghue reminded the committee that there should be a twice yearly HR discussion scheduled on the FRC agenda. She also asked whether there was a deadline date yet for reports for the Annual Parish Meeting. The Clerk confirmed that the Annual Parish Meeting will be included on the agenda for discussion at the next Full Council meeting on the 4th January 2022.

 12. **DATE OF NEXT MEETING** - Tuesday 18th January 2022.

 **Meeting Closed 4.36pm.**