

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

Meeting of the **Finance Risk & Change Governance Committee** held on  
**Wednesday 19<sup>th</sup> January 2022 at 2:30pm** in the Garden Room.

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

**In Attendance:** Mr K Wright (Clerk) and Mrs B Samrah (Parish Administrator)

### **MINUTES**

#### **1. DECLARATION OF MEMBERS' INTERESTS**

There were none.

#### **2. APOLOGIES**

There were none.

#### **3. APPROVAL OF MINUTES OF MEETING HELD ON 21<sup>st</sup> DECEMBER 2021**

These were approved and signed by the Chairman.

#### **4. MATTERS ARISING**

There were none.

*The Chairman adjourned the meeting*

#### **OPEN FORUM**

There were no members of the public present.

*The Chairman reconvened the meeting*

#### **5. CHAIRMAN'S ANNOUNCEMENTS**

The Chairman reminded all of the need to prepare their Annual Reports and send to the Parish Office as soon as possible.

#### **6. THE FUTURE OF THE COMMUNITY BUS**

The Chairman said that the scheme seemed flexible and confirmed that the Parish Council currently pay for approximately 50 trips a year which equates to £4,000 a year. The Chairman asked for volunteers to create a Working Group to investigate better usage of the bus with a wider section of the community, both Cllrs Eastwood and Perry agreed to be part of the working group. The Chairman asked the Clerk to find out if other councillors were interested in joining the Working Group. It was confirmed that the regular Small Dole Trip was still occurring. Cllr Perry also said that a resident had approached her to say how suitable the Community Bus was for children with special needs.

**ACTION POINT:** The Clerk would ask other councillors if they were interested in assisting with the Working Group.

#### **7. WORKS OFFICER RECRUITMENT**

The Chairman confirmed that 7 applications had been received for the position. Applications had come from surrounding villages as well as Henfield. The Chairman said that she and the Clerk would be reviewing the applications and would welcome an additional councillor for the interviewing process, Cllr Jones agreed to assist. Cllr Donoghue alerted those interviewing that appropriate assessments may be needed as the role involved physical work. The Clerk indicated that the Senior Works Officer could meet likely candidates before a decision was made.

#### **8. FINANCE**

- a) Confirmation of Reconciliation of Bank Accounts (December) – The Clerk circulated the five bank reconciliation for signatures from all Councillors.
- b) Internal Controls (To Include Audit Check of Expenditure) – (December) – The Clerk confirmed that this had already been carried out by Cllrs Eastwood and Donoghue.
- c) Approve a Retirement Contribution to the Retiring Works Officer – The Clerk confirmed that one of the Works Officers was leaving at the end of the month after eight years service . It was agreed that the gift

could be up to £400 but that the Clerk would seek advise from the HR company about how best to make the gift and whether a voucher would be more appropriate.

**ACTION POINT:** The Clerk would seek advise from HR Company and arrange a gift either monetary or as a gift voucher of up to £400.

- d) Approve a Payment of £300 From the Museum Reserves Towards the Survey of the Land at Dykes/Backsettown – Cllr Donoghue confirmed that the Friends of Henfield Museum (FoHM) had agreed to fund half the project with £300.

It was **PROPOSED** by Cllr Donoghue, **SECONDED** by Cllr Eastwood and **AGREED** by all to allow the payment of £300 from Museum Reserves towards the cost of the Survey.

- e) Approve a Payment of £908.12 from the Community Events' Reserve Towards the Cost of the Electricity Outlet in the Coopers Way Car Park – The Chairman confirmed that a grant of £10,000 had been received from HDC. Henfield Community Partnership had agreed to pay £1,000, leaving a shortfall of £908.12. This could be used for the Artisan market and other events being held in the car park and that those using the power would make a contribution towards the cost of the electricity for which the Parish Council would be billed. It was confirmed that the supply would not be able to be used for the charging of electric cars.

It was **PROPOSED** by Cllr Jones, **SECONDED** by Cllr Eastwood and **AGREED** by all to allow the payment of £908.12 from the Community Events' Reserve towards the Electricity Outlet in Coopers Way Car Park.

Cllr Eastwood confirmed that the junction box would be located on the bank outside the car park heading towards Furners Mead and that Case Electrical would need to be instructed and UKPN would need to be alerted.

**ACTION POINT:** The Clerk would instruct Case Electrical to carry out the work and notify UKPN.

- f) Approve a payment of up to £500 from the Community Events' Reserve towards the Jubilee Celebrations – The Chairman confirmed that the Queen's Platinum Jubilee Working Group as agreed by HPC had put together a programme of events including a Children's Fun day on Thursday 2nd June on the Kings Field, a Concert with the Brighton Beach Boys in the Village Hall on Friday 4th June and a Family Picnic and Fancy Dress Contest on Sunday 5th June on the Memorial Field. It was also confirmed that some of the costs may be able to be recouped from HDC if paid before March 2022.

It was **PROPOSED** by Cllr Goodyear, **SECONDED** by Cllr Perry and **AGREED** by all to approve the payment of up to £500 from the Community Events' Reserve towards the Queen's Platinum Jubilee Celebrations.

- g) Consider Underwriting the Parish Jubilee Concert on 3<sup>rd</sup> June 2022 from the Community Events' Reserve – The Chairman confirmed that the concert was being organised and that the costs were likely to be £2,000. She also said that a similar event which had taken place in 2019 had raised £3,000 and that it was likely that this event would raise the same figure but that if there was a shortfall because of lack of ticket sales the Parish Council may have to make up the cost of the event. Cllr Donoghue asked whether the grant could be used for this event and the Chairman said she would send the details to the organisers. **All agreed** to the Parish Council underwriting this event.

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

Cllr Donoghue asked about Committee meetings and whether they can take place via Zoom in the future. The Chairman confirmed that the Government will be reviewing Covid policy on working from home in the next few days but that even so any Legal and Binding Decisions needed to be made in face to face meetings. It was confirmed that as Plans Advisory Committee Meetings were advisory only these meetings could continue via Zoom, the Chairman confirmed that if Government restrictions change then each Committee could decide the format of the meetings taking account of the ruling on Legal and Binding Decisions.

## **10. DATE OF NEXT MEETING** - Tuesday 15<sup>th</sup> February 2022.

The Meeting closed at 3.10pm.