

HENFIELD PARISH COUNCIL - FINANCE RISK & CHANGE GOVERNANCE COMMITTEE

Meeting of the Finance Risk & Change Governance Committee held on

Tuesday 15th March 2022 at 7:00pm in the Garden Room at The Henfield Hall.

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

In attendance: Mr K Wright (Clerk) and Mrs R Grantham (Operations Manager) via Zoom.

A G E N D A

1. DECLARATION OF MEMBERS' INTERESTS

None.

2. APOLOGIES

Cllr N Stevens.

3. APPROVAL OF MINUTES OF THE MEETING HELD ON 15th FEBRUARY 2022

Approved, signed and dated by the Chairman.

4. MATTERS ARISING

a) Works Officer Appointment

The Chairman confirmed that the new works officer, Mark Hurs,t is in place and has started work. He has declined the Local Government Pension Scheme so will be auto enrolled into the NEST scheme. The senior Works Officer is taking some time off for personal reasons and the situation will be reviewed again in two weeks. Cllr Perry expressed her best wishes to the Officer and his family and Cllr Eastwood mentioned that some flowers will be sent. The Clerk to organise.

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

a) The Way Forward For The Business Plan

The Chairman commented that as the Business Plan has now been approved by Full Council, ownership needs to be taken for the action points. Some have a natural fit with various committees so these could be handed over. Others will need to be discussed further and ownership allocated.

It was agreed to assign owners for actions at the next meeting of this committee. The Chairman added that this committee would also need to conduct a six monthly review of progress.

Cllr Eastwood commented that the abridged version for the public could be circulated to the whole committee.

Action Point: The Chairman to circulate the abridged public version of the business plan to the whole committee.

Action Point: The Clerk to send the business plan to the auditor and to include assigning ownership of actions on the agenda for the next meeting.

6. REVIEW HENFIELD PARISH COUNCIL'S COMPLAINTS PROCEDURE

The current procedure was circulated prior to the meeting. The Chairman commented that the HDC address will need to be double checked and to include different options for contacting the Council. Cllr Donoghue added that she feels that further clarity is needed when complaints are regarding Code of Conduct, to make this information easier to find.

She also asked whether there ought to be an alternative to this committee (as the complaints committee) if a member of the public is not happy with the outcome of a decision. The Chairman stated that a complaint would originally would be handled by the Clerk, Chairman of Council and a

member of the relevant committee, followed by the full FRC committee if the complaint was appealed. The Chairman agreed to amend the process to clearly explain the appeal process. Aside from the amendments mentioned **it was agreed** that the complaints procedure was acceptable.

7. **SUCCESSION PLANNING FOR COUNCILLORS**

The Chairman commented that, looking forward, it would be appropriate to encourage sharing of knowledge and experience with more Councillors that are willing to be involved. She suggested that committees consider alternative Vice-Chairs this year (May,) so that other Councillors can shadow the work (including attendance at this committee) and pick up additional skills. It was noted that Cllrs Jones and Donoghue are already in their fourth year of a maximum of 6 in their Chairman's roles.

Cllr Eastwood added that there have been no changes to committees since April 2019 so it may be pertinent to also review committee membership . Cllr Donoghue welcomed the suggestions and asked for in person conversation and open discussion rather than email. **It was agreed** by all to consider where changes may be appropriate.

Action Point: The Clerk to include Succession Planning for Councillors on the agenda for the next Full Council meeting in April.

8. **FINANCE**

a) Confirmation of Reconciliation of Bank Accounts (February)
Signed and dated by two Councillors.

b) Internal Controls (To Include Audit Check of Expenditure) – W C Hire Ltd – £221.44 (February)
Signed and dated by two Councillors.

c) Approve increase in use of Museum reserves for digitisation project.

Cllr Donoghue explained that the digitisation project has already commenced. Scanning the reverse of items is likely to cost an additional £383 above the £2,300 already set aside for the project. She requested that an additional £400 is released from Museum Reserves. **This was agreed by all.** In addition, she mentioned that the invoice is unlikely to be received in this financial year, so asked that the £300 donation from the Arts Club is set aside. **It was agreed** to accrue £300 forward to next years Museum budget.

It was agreed by all to discuss item 12 next, as the rest of the meeting will be in closed session, therefore excluding the Clerk and the Operations Manager.

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

The Clerk reported that he had received contact from Griffiths Smith solicitors stating that they are to merge with D & H Stallard. Informed consent from this committee is required in order to approve the transfer of files. He had checked the detail with Cllr Morgan who agreed there are no issues of concern. However he did note that in the current work on the Cricket Club lease, the Council are represented by Griffith Smith and the Cricket Club by D& H Stallard. He will check that there is no potential conflict of interest. Providing this does not cause a problem, **it was all agreed** to give consent.

Cllr Perry asked whether the Parish Council could register an interest on the government website to aid Ukrainian refugees. It was discussed that the Parish Council may be able to provide a support and coordination role and Cllr Donoghue suggested use of the Community bus.

Action Point: Cllr Perry to forward details of the scheme to the Clerk.

Action Point; The Clerk to add the item to the agenda for the next Full Council meeting, by which time it is hoped there will be more information.

Under the Public Bodies (Admissions to Meetings) Act 1960, in accordance with Standing Orders 3 (d) to exclude the press and public on the grounds that the confidential matters to be discussed would be prejudicial in the public interest. Members to agree to close the meeting to the public.

The Operations Manager left the meeting at 7.43pm. The Clerk left the meeting at 8:00pm.

Date of next meeting Tuesday 19th April 2022.