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

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

**Tuesday 19th April 2022 at 7:00pm in the Committee Room at The Henfield Hall.**

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

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

**M I N U T E S**

1. **DECLARATION OF MEMBERS’ INTERESTS**

There were none.

1. **APOLOGIES**

Cllr E Goodyear.

1. **APPROVAL OF MINUTES OF THE MEETING HELD ON 15th MARCH 2022**

Approved, signed and dated by the Chairman.

1. **MATTERS ARISING**

There were none.

*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**

There were none.

1. **SUCCESSION PLANNING FOR COUNCILLORS**

Following discussion at the April meeting of Full Council, it was agreed to give consideration to how the sharing of knowledge and experience by Councillors potentially switching committees or their representation on working groups or with external bodies might be achieved. The Clerk had emailed all Councillors, but to date had received minimal response to change. The Chairman commented that she recommends Councillors serve on the Plans Advisory Committee (PAC) as a good place to learn about the geography of the village and to get a good basic knowledge about planning issues, given the Local Plan and Neighbourhood Plan were key important items that Councillors needed to understand and vote on. Cllr Perry commented that PAC has more frequent meetings (two per month) with preparation beforehand. It was felt that a cap on the length of term served as a Chairman is appropriate. Cllr Eastwood explained that he had calculated that there are currently 82 meetings per year . He also suggested that a good place to start would be to agree base principles at this meeting which could then be shared and discussed with Full Council, to then propose any changes of membership/representation.

There was a general view that while the Committee structures that we have in place serve us well; there are some adjustments which would improve what we deliver. The one missing component is the formation of a new Youth Services Committee which we are proposing will be an additional formal Committee reporting directly to Full Council with the Chair having a seat on Finance Risk & Change Governance Committee (FRC), since in time it will have its own budget and resources to manage.

Following a discussion on frequency of FRC, Village Amenities and Recreation & Open Spaces meetings, it was proposed to trial a change to six weekly, acknowledging the concerns expressed about the length of time between meetings but seeking to balance this with making the most effective use of Councillor and staff time. The effectiveness of this change will be reviewed in December 2022, although we can make a change earlier if it is not working.

**Action Point:** It was agreed that Councillor Eastwood would prepare a proposal summarising the discussion which is attached to these minutes and could be shared for agreement with Full Council at next meeting.

1. **BUSINESS PLAN**

**Allocation of Actions**

A draft action plan was circulated prior to the meeting. Cllr Eastwood invited comments and suggestions. Amendments were proposed and agreed to change some of the goal owners/leads.

**Action Point**: Cllr Eastwood to make the amendments as discussed and to recirculate to the Committee.

**Action Point:** All Committee Chairman to discuss the Action Plan at the next meeting of their committees.

1. **WORKS OFFICER POSITION**

The Clerk explained that the recently employed Works Officer has now accepted a position elsewhere and will shortly be handing in his formal notice. Following discussion it was agreed that the Clerk would contact the other candidate that was interviewed to see if he would still be interested in a position with the Council. If so, to then invite him for a discussion with the Clerk and other Works Officer. Cllr Eastwood also suggested considering temporary use of external contractors to undertake some of the work such as cleaning the toilets, groundworks and grass cutting.

**Action Point**: The Clerk to contact the alternative candidate that was interviewed to establish whether he is still interested in a position. If not to advertise the vacancy as soon as notice received.

**Action Point:** The Clerk to research appropriate external contractors.

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

Signed and dated by two Councillors.

1. Internal Controls (To Include Audit Check of Expenditure) – Jasmines – £45.00 (March)

Signed and dated by two Councillors.

1. Year End Reports

These were circulated prior to the meeting. The Clerk explained that they will need to be signed at the May AGM. The Internal Audit will follow soon afterwards.

1. Financial Support for Ukrainian Refugees

The Clerk explained that there are no definite plans for spending as yet, but may be needed in future. Cllr Perry commented that families are now beginning to arrive. The Chairman added that resources may be needed more than funding, so it is best to wait to assess where the need is. Cllr Eastwood commented that West Sussex County Council are well set up to support families arriving initially, but that help might be needed with integration at a later stage.

**It was agreed** to discuss item 11 next, as the Clerk and Operations Manager will be leaving the meeting in order to enable discussion on item 10.

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

The Chairman reported that at a recent meeting of the VAC committee, a contractor had been selected for recommendation to carry out repair works to the two priority areas of cemetery pathways. **It was agreed** to put this forward to Full Council in May in order to ratify the spend from General Reserves.

**The Clerk and the Operations Manager left the meeting at 8.27pm.**

*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 in the next item would be prejudicial in the public interest. Members to agree to close the meeting to the public.*

1. **CLERK PERFORMANCE REVIEW**

Feedback was gathered from the Committee Chairs for the Chairman to pass onto Councillor Goodyear, who would conduct the Clerk’s performance review next month.

1. **DATE OF NEXT MEETING**

Tuesday 17th May 2022.

**Meeting Closed at 9:00pm.**