

HENFIELD PARISH COUNCIL - FINANCE RISK & CHANGE GOVERNANCE COMMITTEE

**Meeting of the Finance Risk & Change (FRC) Governance Committee
held on Tuesday 19th November 2019 at 7:00 pm
at the Parish Office in the Henfield Hall.**

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

In attendance: Mr K Wright (Clerk) and Mrs R Grantham (Administrator).

It was proposed by Cllr Perry, seconded by Cllrs Jones and voted all in favour for Cllr Eastwood to Chair the meeting in the absence of Cllr Goodyear and Cllr Donoghue.

MINUTES

1. DECLARATION OF MEMBERS' INTERESTS

None.

2. APOLOGIES

Cllrs E Goodyear and A Donoghue

3. APPROVAL OF MINUTES OF MEETING HELD ON 15th OCTOBER 2019

Approved, signed and dated by the Chairman.

4. MATTERS ARISING

a) The New Parish Council Website – Update

The Clerk and Deputy Clerk have inspected the early draft of the website and have quite a number of issues that will need to be addressed. The developer and Jackie Stainer, from PMW Ltd, are coming for a meeting to discuss these issues on Thursday 28th November.

b) Water in the Kingsfield Ditches

This is all clear. There is water in the ditches currently, but it seems to be at a reasonable level.

The Chairman adjourned the meeting

OPEN FORUM

None

The Chairman reconvened the meeting

5. CHAIRMAN'S ANNOUNCEMENTS

The Chairman reported that the Remembrance Events were very well attended and the organisation was second to none; he expressed his thanks to all involved. A Police Officer informed the Chairman that Henfield is one of the last remaining villages in Sussex to run such an event due to the availability of willing volunteer marshals. Henfield provided 38 marshals this year supplied by the Henfield Club and BP Guild.

The Chairman informed members that he attended the HALC annual meeting with Horsham District Council (HDC) along with Cllr Potts and Cllr Morgan last week. Topics included planning enforcement, the Local Plan and environmental issues including signing a five-year agreement with Sussex Wildlife Trust, which includes tree planting, biodiversity and plans to reduce climate change. Glen Chipp also spoke about the HDC Corporate Plan and asked for feedback. The Chairman suggested comparing it to the Henfield Parish Council (HPC) strategic plan and then feeding back to HDC.

Action Point: The Chairman to submit feedback to Glen Chipp on the HDC Corporate Plan.

6. COUNCIL COMMITTEES – KEY ISSUES

Cllr Jones reported that works on the public conveniences are progressing well and the Christmas lights will be installed on Friday 29th November.

Cllr Perry reported from the Open Spaces Committee that plans for Bishop Park allotments are progressing and spending requests are being considered.
Cllr Stevens had nothing to report from the Planning Advisory Committee (PAC).

7. REVIEW OF COMMITTEE STRUCTURES

The Clerk and the Chairman have conducted a review of the report, which was referred to the Committee at the November Parish Council meeting and are confident that most of the correct structures are now in place. It was highlighted that the Village Centre (VC) and Open Spaces (OS) committees are happy to continue with the current meeting structure and do not wish to combine as one committee or meet on different days. Several budgets are being moved from VC to OS for the 2020/21 budgets. Discussions on the future of the Museum are continuing to progress well and it was also agreed that the Infrastructure Delivery Plan was manageable, as there is now additional support from the Parish Administrator. Review meetings are taking place quarterly. It had also been resolved not to include the Chair of the Joint Commons Committee on the FRC Committee.

With regards to Community Buildings, it had been suggested that these are dealt with by the PAC. Cllr Stevens advised that as PAC doesn't have a budget it is not really able to take on responsibility for Community Buildings. The Chairman suggested that responsibility should be changed so that Community Buildings are overseen by FRC, with meetings to take place twice a year in order to discuss use, maintenance and improvements, as well as potential new buildings that may be needed. One of these meetings might be held in the Garden Room to potentially include the community owners of the projects. It was resolved to also seek approval for this from Full Council for this change. PAC will continue to informally review parish council planning applications.

Action Point: It was proposed by the Chairman, seconded by Cllr Perry and voted all in favour for Community Buildings to be overseen by FRC.

The Chairman also advised that he has reviewed the Strategic Plan action points, all are complete except plans to hold an annual Retired Councillor Alumni meeting as well as a review of Standing Orders which is covered under agenda item eight below.

8. REVIEW OF COUNCIL DOCUMENTS – PRODUCE A SCHEDULE

The Internal Audit is taking place on the 29th November and the audit letter mentions the review of the Standing Orders and Financial Regulations and the minuting of these reviews. The Clerk and the Chairman have produced the following schedule for the review of all of the Council documents on a rolling three-four year cycle. It was noted that it would be appropriate to make use of particular skills of Councillors in order to carry out these reviews. Most can be reviewed within this Committee, but some will need to go to Full Council for final approval.

Document	Last Reviewed	Suggest Next Reviewed
Standing Orders	01-05-16	Q1 2020
Financial Regulations	01-01-18	Q1 2021
Code of Conduct	01-08-12	Q2 2020
Severe Weather Plan	01-11-17	Q4 2020
Health & Safety Policy	01-06-15	Q3 2020
Risk Registers	01-02-19	Q1 2020
Disciplinary & Grievance	01-06-17	Q1 2021
Internal Controls	01-02-18	Q3 2021
Terms of Reference	01-02-18	Q2 2022
Complaints	01-02-19	Q1 2022

Action Point: It was proposed by the Chairman, seconded by Cllr Jones and voted all in favour to go ahead and implement the proposed schedule for the review of council documents.

9. YEAR OF GREEN ACTION

a) Monitoring the Parish Climate and Environment Action Plan - March 2019 to April 2020

The document was circulated to Councillors prior to the meeting. Cllr Perry requested that this document is reviewed and adjusted to make it more specific to Henfield. Cllr Jones volunteered to assist Cllr Perry in order to produce a document that can then be discussed further. The Chairman noted that this would be a suitable subject to present at the Annual Parish meeting next March.

Action Point: Cllr Perry and Cllr Jones to meet to draw up an Action Plan document specific to Henfield. This document will then be discussed with the Clerk or Deputy Clerk and brought back to FRC for final approval.

10. HEALTH AND SAFETY AND BUSINESS CONTINUITY RISK REGISTERS – REVIEW OF ANY CURRENT ISSUES

These are not due to be reviewed until February and there are no current issues. Our approach to Health & Safety policy is to be discussed further with Cllr Goodyear.

11. STAFFING

The Parish Administrator left the meeting.

The Clerk informed the meeting that he and the Deputy Clerk are no longer able to deal with the level of work being generated by Council and via the Parish Office. Sections of non-urgent work are not being dealt with and it is currently a question of only dealing with priority items. The Clerk proposed that Council considers increasing the hours of the Parish Administrator, so that she can be based in the Parish Office two to three days per week. This would ease the pressure somewhat. Members expressed their support in principle for this approach and the Clerk will put together a firm proposal to bring back to the December FRC meeting. The Clerk will seek the advice of Cllr Donoghue, before carrying out the work.

The Parish Administrator rejoined the meeting.

12. FINANCE

a) Confirmation of Reconciliation of Bank Accounts (October)

Barclays Current, Barclays Rate Reward, HSBC Money Manager, HSBC Community, Nat West Business Reserve and Barclays Link Road accounts. Checked, signed and dated by Councillors.

b) Internal Controls (To Include Audit Check of Expenditure) – Community Partnership (£750.00) Checked, signed and dated by Councillors.

c) Progress Report 2019/20

The budgets are going to be skewed this year by the various payments being made that will ultimately come out of General Reserves; for example, the public conveniences, the new Parish Council website, the River Adur Flood Risk Report and the report for the Campaign to Protect Rural Henfield (CPRH). In terms of income, this was skewed by the insurance claim for the flail and tractor unit.

If these are taken out of the overall figure, the expenditure and income are about at the level that would be expected for this time of year. The Clerk welcomed any questions.

d) Interim Internal Audit – 29th November 2019

A list of items has been received from the Internal Auditor. These will be discussed at the audit. The Clerk has begun preparing for the meeting.

e) Budgets 2020/21 – Review Reserves

The Clerk has almost completed a first draft of each of the committee budgets and will circulate these to the relevant Chairs of Committees and will review with the Chairman next week. They will need to be agreed by individual Committees in December and then ratified at the next FRC meeting at the end of December. Final approval will be required at the January Parish Council meeting. The Chairman noted that particular attention will need to be paid to reserves.

f) Sanlam Report

The latest report from Sanlam has been received in relation to the Kingsfield share portfolio. The last quarterly payment received in October was £294.84 (£265.98 at the same time last year).

The current value of the portfolio is £84,619.75 on 30/9/19 and was £85,352.60 on 30/8/18. Costs of maintaining the Kingsfield are currently being covered by the income received with the capital being preserved.

g) Switch £2,500 from Kingsfield Account

Every year £2,500 is moved from the Kingsfield Trust Account (KTA) to the HPC Barclays Current Account, in order to pay for grass cutting, litter picking and tree work at the Kingsfield.

This is budgeted for each financial year. The KTA received £2,923.67 over the past year.

Action Point: It was proposed by the Chairman, seconded by Cllr Perry and voted all in favour to carry out the transfer. The Clerk will arrange this.

h) Parish Office Christmas Arrangements

As usual the Parish Office will open for several hours on 27th, 30th and 31st December. The Clerk, Deputy Clerk and Works Officer will cover these days.

i) Consider Payments to St Peter's Church and the Henfield Club

Henfield Parish Council (HPC) has contributed £500 for a number of years to Henfield Church to help it maintain the Church Cemetery. This is included in the Cemetery budget. HPC has also always contributed £200 per year to the Henfield Club to contribute to the cost of Remembrance Sunday and to assist with the maintenance of the War Memorial.

Action Point: It was proposed by the Chairman, seconded by Cllr Jones and voted three in favour with one abstention to make these contributions once again. The Clerk to arrange.

j) Barclays Internet Banking – Contingency Cover

Currently Cllr Goodyear, Cllr Kendall and the Chairman can submit/approve online payments. Both the Deputy Clerk and Cllr Donoghue also now have a card and card reader. The Clerk will show them how to approve payments in due course. It was resolved to also include Cllr Jemmett as an auditor of payments.

k) Council Van Insurance

A renewal quote of £493.92 has been received, compared to £470.40 last year. This is an increase of 5%. This also includes cover for the trailer and any item being carried in the trailer.

Action Point: It was proposed by Cllr Stevens, seconded by Cllr Jones and voted all in favour to renew the Council van insurance.

l) Approve £400 Payment from the Trails Reserve

It was resolved to go ahead and move this payment from the reserves at financial year-end.

Action Point: The Clerk to arrange to move the reserve.

m) BT Contract Renewal

The two-year contract with BT runs out in April 2020. We have been offered a new two-year contract at a cost of £41.99 per month; it is currently £41.60. This includes the broadband and line rental and would be fixed for the next two years. Phone charges are in addition.

It was resolved to go ahead and renew the contract.

Action Point: The Clerk to renew the contract with BT.

n) S106 Funding Review

The Chairman has been liaising with Charlotte Grant HDC regarding S106 funding that has now reached the time limit.

There were two items that have now expired but may still be available if signed off by the Head of Place or Head of Development. There was £1,953 allocated for community facilities from the Old Bakery that has now expired. The £813 allocated from Dykes could be used to improve the alleyway between the High Street and the Common, as it was intended for improving access to the village from the site.

Action Point: Cllr Jones to raise the potential alleyway improvement at the next VC meeting.

There is also £45,843 from Parsonage Farm development that is due to expire in February 2020. This is for outdoor facilities and open spaces and was originally intended to be split between the Cricket Club and Football Club for their pavilion projects. However these have not progressed to the point where an application can be made for the funds. There has also been a phone request for funds from the Tennis Club and the Leisure Centre sports hall floor needs replacing. Permission will need to be sought to repurpose these funds which are for playing fields and play equipment from HDC and the developer Persimmon Homes.

Action Point: The Chairman to meet with Gary Pettifer and David Jemmett to discuss the pavilion projects further and to investigate whether HDC may agree to alternative uses for the funds.

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

None

14. **DATE OF NEXT MEETING** - Tuesday 17th December 2019.

Meeting Closed at 8.19pm.