

**Meeting of the Finance Risk & Change Governance Committee
held on Tuesday 15th October 2019 at 7:00 pm
at the Parish Office in the Henfield Hall.**

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

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

MINUTES

1. DECLARATION OF MEMBERS' INTERESTS

None.

2. APOLOGIES

None.

3. APPROVAL OF MINUTES OF MEETING HELD ON 24th SEPTEMBER 2019

Approved, signed and dated by the Chairman.

4. MATTERS ARISING

a) The New Parish Council Website – Update

The Chairman confirmed that she has written to PMW Ltd regarding the issues raised at the previous meeting. It has been confirmed that there are no additional costs. PMW will be contacting the Clerk soon to assist him with uploading content and training will then follow. It is hoped that the website will be ready by the end of November.

b) Meeting Dates for the Open Spaces and Village Centre Committees

At the last Open Spaces and Village Centre Committee meetings the three Councillors that are on both committees confirmed that they are happy to continue having both meetings on the second Tuesday of the month. Parish Office staff are also happy to continue on this basis currently.

The Chairman adjourned the meeting

OPEN FORUM

None

The Chairman reconvened the meeting

5. CHAIRMAN'S ANNOUNCEMENTS

None

6. COUNCIL COMMITTEES – KEY ISSUES

Cllr Perry reported that there will be a cost associated with the sewage pipe works and that there is some concern regarding the management of the proposed allotments. There may be a need to purchase more equipment for the Works Officers, but due to a large donation of plants from Sussex Prairies there will likely be no costs associated with the planting on the Borrer Bank. Cllr Stevens noted that it is necessary to check with West Sussex County Council (WSSCC) whether they have any planned future use. Cllr Perry confirmed that the office has already checked with the Highways team and the Clerk confirmed that no licence is needed. Cllr Stevens noted that he has noticed an oily film in the ditches on the right hand side of the Kings Field. He expressed concern that there may be some leakage from a cut pipe although there may be several other possible causes.

Action Point: The Clerk to investigate further.

Cllr Donoghue reported she attended the launch of the “100 Objects Project” at Parham House and that the book is now out. It will be coming to the Museum and is available to buy for £19.99. Cllr Stevens stated there was nothing to report from the Planning Advisory Committee. The Chairman commented that there will no longer be paper plans available. In future these will need to be viewed online and the Committee has requested improvements in resolution of the plans. Cllr Eastwood also commented that the Sandy Lane development appeal was turned down. Cllr Jones reported from Village Centre that money from reserves will be needed in order to fix or replace the brackets for the Christmas lights, in order to meet new regulations. The cost could be up to £1,000. The bike shelter at the Leisure Centre was approved at the most recent meeting and work has started on the public conveniences. Cllr Donoghue asked whether there was a need to replace the Christmas lights with more eco-friendly ones. Cllr Jones confirmed that the current lights are coming towards the end of their current life and are due for replacement in the next two years.

7. YEAR OF GREEN ACTION

a) Cllr Perry reported she has investigated an action plan designed by Friends of the Earth with fifty suggestions. She has begun adapting these to potentially suit Henfield Parish Council (HPC) and asked for support from the Committee to continue with this plan as well as a monitoring system. She also noted that there hasn't been a great deal of interest from young people. She suggested running a competition with prizes in order to encourage ideas and involvement from local youth groups. Cllr Donoghue suggested rather than a monetary prize, HPC could offer to fund a winning project. The Clerk stated that there may be a need to create a Green budget. Cllr Perry also mentioned that there will be a request from the Sustainable Henfield group to fund a recycling project to collect items that aren't collected by Horsham District Council (HDC), such as pens and pet food pouches. A location will be needed for bins and Cllr Donoghue suggested possibly locating bins at appropriate businesses, such as the veterinary surgery for pet food pouches. The Chairman suggested that any other ideas are sent directly to Cllr Perry, once she has circulated her draft.

8. THE RIVER ADUR PARISHES' REPORT

This was produced by John Donaldson and Peter King. Henfield Parish Council (HPC) has contributed its share of £880 towards the cost of the report.

Cllr Eastwood confirmed that the report was commissioned by the Inter Parish Group and has been submitted to HDC as additional information to form part of the evidence base when assessing sites. An acknowledgement from HDC has been received. The report has been added to the website and will be in the BN5 magazine. Cllr Eastwood will discuss further with the Inter Parish Group.

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

This is not due to be reviewed until February 2020. There were no further issues raised.

10. ACCEPT SKILLS AND EXPERIENCE REGISTER

This has been circulated to all Councillors. Eleven out of fifteen Councillors respond with scores. Cllr Perry noted that the Deputy Clerk mentioned that a separate register would be useful for the office staff and could identify training needs. Cllr Eastwood suggested that if the category score totalled less than 10 it may be sensible to consider who could assist if necessary.

It was proposed by Cllr Eastwood, seconded by G Perry and voted five in favour with one abstention to accept the register.

11. FINANCE

a) Confirmation of Reconciliation of Bank Accounts (September)

Barclays Current, Barclays Rate Reward, HSBS Money Manager, Nat West Business Reserve, Barclays Link Road and the HSBS Community account.

Each inspected, signed and dated by two Councillors.

b) Internal Controls (To Include Audit Check of Expenditure) – Grasstex Ltd (£1,460.00)

Grasstex Ltd – Kings Field renovation work.

Inspected, signed and dated by two Councillors.

c) Progress Report 2019/20

The Clerk reported that at the half-way point in the financial year, HPC's overall expenditure is at 50.1% of budget. If you add in the provisions, the amounts that are allocated to reserves at the end of the financial year, that shows HPC at 57.4% of budget. This is due to several factors.

There are a number of upfront costs at the start of the year e.g. business rates and subscriptions. HPC have had to pay for 2 tractor units and flails due to the theft, but this has been offset by receipt of £4,277 from the insurance claim, which is shown as other income. HPC has also agreed to a number of payments from the reserves, as follows:

£1,495 from the Cemetery Extension Reserve

£933 from the Youth Club Reserve

£1,500 from the Planning and Legal reserve

£4,750 from the General Reserve (PMW Ltd). Another £4,750 will be due upon completion of the Parish Council website.

£880 from the General Reserves for the River Adur report.

Income is above expected and the final precept payment of £118, 073 has now been received.

Final approval of budgets by all the sub-committees are to be approved at the December meetings.

Final approval by Full Council to be given in January.

Action Point: The Clerk reminded Councillors to give some thoughts as to the budgets for the next financial year. There will be an item on next month's agenda.

d) Approve External Audit 2018/19

This was circulated to the Committee in September. The report found no problems with HPC documentation, although the Internal Auditor did tick an incorrect box in his section. **It was proposed by the Chairman, seconded by Cllr Jones and voted all in favour to accept the report.**

e) Approve Payment of Grant to the Henfield Community Partnership

HPC has in recent years given a grant of £750 to the Henfield Community Partnership (HCP) and a budget is set aside for this. A request has been received from the new HCP Treasurer, Audrey Shaw, for the payment of £750 to be made. **It was resolved to go ahead and pay this sum to Henfield Community Partnership.**

Action Point: The Clerk to make the payment.

f) Takeover of Stackhouse Poland Ltd by the Gallagher Group

All activities of Stackhouse Poland Ltd t/a Came & Company will be carried out under the legal entity of the Gallagher Group, from 4th November 2019 onwards.

g) Approve Replacement of Council Van Window

The small triangle shaped window at the front of the passenger window in the Council van has been broken. The cost to replace it is £130 (excluding VAT). **It was resolved to go ahead and replace the glass at a cost of £130.**

Action Point: The Clerk to arrange for the window to be replaced.

Finally, the Society of Local Council Clerks has confirmed that the referendum principles (capping) will not apply for the coming financial year. Further restraint by Parish Councils is urged.

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

None.

13. **DATE OF NEXT MEETING** - Tuesday 19th November 2019.

Meeting Closed at 7.50pm.