

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

Meeting of the **Finance Risk & Change Governance Committee** held on **Tuesday 12<sup>th</sup> July 2022 at 7:00pm** in the Garden Room at The Henfield Hall.

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

**In attendance:** Mrs R Grantham (Operations Manager - OM) and one member of the public.

### **MINUTES**

#### **1. APPOINTMENT OF CHAIRMAN FOR FORTHCOMING YEAR**

The OM asked the committee to note the following from the Standing Orders: 'Where Council appoints a standing committee for Finance, Risk and Change Governance, the Vice Chairman of Council shall be appointed chairman of that committee. Therefore Cllr E Goodyear was duly elected Chairman in her absence.

#### **2. ELECTION OF VICE CHAIRMAN FOR THE FORTHCOMING YEAR**

It was **PROPOSED** by Cllr Perry, **SECONDED** by Cllr Jones and **VOTED ALL IN FAVOUR** to elect Cllr Donoghue as Vice Chairman of this committee.

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

None.

#### **4. APOLOGIES**

Cllrs E Goodyear, N Farrell and R Shaw.

#### **5. APPROVAL OF MINUTES OF THE MEETING HELD ON 19<sup>th</sup> APRIL 2022**

Approved, signed and dated by the Chairman.

#### **6. MATTERS ARISING**

Cllr Eastwood asked whether there had been any progress on finding external contractors to assist with the Works Officers outstanding items. The OM said that the lead works officer has contacted some and obtained some quotes. He also suggested that any overgrown or particularly blocked footpaths are reported to WSCC Public Rights of Way in case they are able to assist.

**Action Point:** The OM to ask the Parish Administrator to report any blocked footpaths to WSCC.

*The Chairman adjourned the meeting.*

#### **OPEN FORUM**

The member of the public commented that he is concerned about the lack of bus routes, the frequency only being hourly and the significant costs. The OM encouraged him to submit feedback on the WSCC bus strategy forum. Cllr Eastwood also suggested that a Parish Council response may be helpful.

**Action Point:** The Clerk to include a Parish Council bus response on the September agenda for Full Council.

*The Chairman reconvened the meeting.*

#### **7. CHAIRMAN'S ANNOUNCEMENTS**

a) Works Officer Update

A new works officer has signed the contract and is due to begin on the 1<sup>st</sup> of August. He has elected to join the Local Government Pension Scheme. The hours covered are to be discussed once the new employee starts.

b) Application from Henfield Cricket Club for Funding Towards New Cricket Nets  
The application form has not yet been received.

## **8. PRODUCE A SHORT BUSINESS CASE FOR EACH OF THE COUNCIL'S EARMARKED RESERVES**

A list of earmarked reserves along with a short description and appropriate committee for ownership was circulated prior to the meeting. The Chairman explained that a short business case is needed for each of the reserves to justify the quantity of them as recommended by the auditor. She asked whether the committee could discuss and agree whether they felt on the list circulated that the items were allocated to the correct committee. Following discussion **it was agreed** that the van and trailer item should move to FRC and that planning and legal costs should be split between FRC and Plans Advisory. Cllr Eastwood added that the business cases should also highlight where projects are not being led by the Parish Council but are of course supported. **It was all agreed** that the Chairman of each committee would draft an appropriate short business case (using example given) for each item for their committees to agree, before final approval at this committee at meeting on 27th September 2022. **It was agreed** to allocate the items for this committee to the following Councillors;

- Election - Cllr Donoghue
- Retirement Payments - Cllr Goodyear
- Office Refurbishments - Cllr Goodyear
- Planning and Legal - Cllr Shaw
- Community Buildings - Cllr Eastwood
- Community Events - Cllr Goodyear
- Van and Trailer - Cllr Goodyear.

**Action Point::** The above Cllrs to write a short business case for each item.

**Action Point :** Office staff to ensure business cases are on the agenda for each committee's next meeting and final summary produced for agreement at next FRC on 27<sup>th</sup> September.

**Action Point::** The Clerk to update and amend the figures to represent figures in current financial year and responsible committees as above on the list of reserves previously circulated.

## **9. APPROVE THE INSURANCE COVER IN LINE WITH THE ASSET REGISTER**

Following discussion, **it was all agreed** not to include the play equipment in the insurance quote as per the recommendation from the Recreation and Open Spaces Committee.

**Action Point:** The OM to advise the insurance company accordingly.

## **10. REVIEW THE PERSONNEL POLICIES' COMPLIANCE STATEMENT FOR 2022**

### a) Review the Personnel Policies & Contract Templates

A draft annual report was circulated prior to the meeting. The Chairman suggested and it was all agreed that it is updated to include that the new works officer will be electing to join the LGPS. It was noted that the contract templates are not yet ready.

**Action Point:** The Clerk to make the above amendment.

**Action Point:** The Clerk to telephone the HR company used previously to ensure there have been no changes to employment legislation and to add a note regarding policies to the compliance statement accordingly.

**Action Point:** The Clerk to finish work on the contract templates by the end of this year. The Annual Compliance statement to be circulated to all Councillors and noted at next full Council meeting in September.

#### **11. REVIEW THE EXPENDITURE & INCOME FOR THE QUEEN'S JUBILEE EVENTS**

A breakdown of the income and expenditure was circulated prior to the meeting. It was noted that there was an overall profit of £337.81, however a profit from the concert alone of £1,331. This money will be split between two local charities as had been agreed. Cllr Eastwood asked whether the fact that the BP Guild are not charging for the marquee was factored in. The OM explained the figure supplied reflects actual spend. Out of an overall budget allocated of £500, £394.55 was spent. Cllr Perry proposed, and **it was all agreed**, that the balance could be spent on a Queen's Jubilee memorial plaque to be placed at the Community Orchard.

**Action Point:** The Parish Administrator to investigate purchase of a plaque.

#### **12. DISCUSS THE UK SHARED PROSPERITY FUND**

The initial application from HPC/HCP has been received by Horsham District Council, who will be using an outside firm to assess and decide which applications will be asked for further detail. There is no time scale for this currently. The Chairman confirmed that the intention is not to build another building but to have a multi-faceted provision not necessarily linked to one particular group or organisation. Cllr Eastwood reported that he, a member of Henfield Community Partnership and a member of the Children and Young People's Committee will be attending a new Family Centre in Billingshurst which could serve as a useful template for the project. He added that loans are also available to acquire community buildings, although they require permission from the Secretary of State and are therefore very slow to be processed.

#### **13. UPDATE ON THE COMMUNITY BUS**

Cllr Eastwood confirmed that the weekly free bus to Small Dole has now ceased with effect from the end of June. The working group continue to consider requests from community organisations and guidelines are in place. The bus is also potentially available to individuals if they can arrange a full group. The OM explained that costs are being recorded (as the costs for each trip vary) and there have so far been £894 worth of trips taken. She has also explained to Community Transport Sussex that the Parish Council would limit spending to the £4,000 annual budget.

#### **14. CLARIFY OUTSIDE BODY REPRESENTATION ROLE**

A draft document explaining the background and listing the organisations was circulated to the committee. Following discussion it was agreed that there are two main types of organisations and that distinction needs to be made where the Parish Council has a financial or land ownership interest. **It was agreed** that there should be recommended attendance at meetings and membership of committees for the following organisations, potentially becoming a trustee may also be appropriate;

- Joint Commons
- Henfield Hall
- Leisure Centre
- Youth Club
- Horsham Association of Local Councils

**Action Point::** Cllr Eastwood to amend the document as above for approval at the next Full Council meeting in September

There was then a discussion regarding historic financial arrangement with the Youth Club.

**Action Point:** The Clerk to check the status with regard to the repayments for a loan made to the Youth Club.

**Action Point:** The Clerk to follow up with Cllr Morgan regarding his offer to produce a summary of council financial/legal commitments with regard to community buildings/land/organisations so that this could also be circulated at September Parish Council meeting.

## **15. HENFIELD PARISH COUNCIL'S BUSINESS PLAN – FINANCE ACTION POINTS**

The draft action plan was circulated prior to the meeting. Each item for this committee was discussed and the following was agreed:

- Community Buildings. To be discussed twice yearly, the next being November.
- Ensure larger scale projects on IDP moving forward. To be discussed three times a year from September.
- Promote understanding of the roles of our clubs and avoid duplication. To be discussed as needed.
- Develop funding plans for capital works through precept and CIL. To be discussed annually when budget setting.
- Provide advice on governance, grants and funding. As needed by Parish Office and outside body representative.
- Deliver three community events per year. Completed for 2022. Children and Young people's launch event to be discussed for early 2023.
- Actively participate in and promote community events including those by HDC and WSCC. Ongoing and with social media.
- Deliver actions in the carbon reduction plan. The OM to organise a biodiversity meeting before the end of the year.
- Ensure our work is sustainable and carbon neutral. Ongoing.
- Ensure all Parish Council roles are advertised. This continues as vacancies become available.
- Publicise what it is like to be a Councillor. Consider in winter in preparation for elections in 2023
- Ensure diversity is a consideration in Councillor co-option and that Councillors are visible and accessible. Part of current HR procedures.
- Develop strength and depth to support good leadership in the future. This is covered under the skills matrix and succession planning.
- Ensure succession plans for key staff and councillor roles are in place. Ongoing,

**Action Point::** The OM to make necessary amendments to the Business Plan Action Plan.

**Action Point:** The Clerk to ensure appropriate items are added to future agendas of this committee.

## **16. FINANCE**

- a) Confirmation of Reconciliation of Bank Accounts (April & May).  
Each signed and dated by two Councillors.
- b) Internal Controls (To Include Audit Check of Expenditure) – Interconnective Ltd – £121.13 (April) & DMH Stallard (£1,440.00).  
Each signed and dated by two Councillors.

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

Cllr Perry asked the Committee to note that there may be a need to use some allocated reserves and S106 funding for works to the Kings Field Play area.

## **18. DATE OF NEXT MEETING** - Tuesday 27<sup>th</sup> September 2022 (Change of Date).

**Meeting Closed at 8.17pm.**