

HENFIELD PARISH COUNCIL - FINANCE RISK & CHANGE GOVERNANCE COMMITTEE

**Meeting of the Finance Risk & Change Governance Committee
held on Tuesday 24th September 2019 at 7:00 pm
at the Parish Office in the Henfield Hall.**

Present: Cllrs A Donoghue (Chairman), G Perry and J Jones.

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

MINUTES

1. DECLARATION OF MEMBERS' INTERESTS

None.

2. APOLOGIES

Cllrs N Stevens, M Eastwood and E Goodyear.

3. APPROVAL OF MINUTES OF MEETING HELD ON 16th JULY 2019

Cllr Donoghue put forward several amendments to item 7 and Cllr Stevens put forward an amendment to item 9. The amended version of the minutes was included in the minute file for discussion and the Clerk read both versions aloud. It was agreed to accept the alterations proposed to both items. The Chairman signed and dated the minutes.

4. MATTERS ARISING

a) The New Parish Council Website

The development is well under way and an early draft version has been produced. Cllr Goodyear has sent across several revisions. The first payment of 50% of the development cost (£4,750) has been made to PMW Ltd. There could be an additional cost for all of the suggested revisions for the Museum page, should these be agreed.

Action Point: The Clerk to ensure that the concerns raised in the previous meeting have been addressed with the developer.

b) Review of Bank Mandate – Update

Two individuals have been removed from the Barclays' bank mandate and Cllr Donoghue and the Deputy Clerk have now been added. Access is now needed for them to use online banking. Cllr Kendall already has online access and has approved a number of invoices in the last week.

Action Point: The Clerk to check the process for setting up access to online banking for Cllr Donoghue and the Deputy Clerk.

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 from the Open Spaces Committee that there had been presentations from the Football Club and Cricket Club at the most recent meeting, requesting support for their proposed new Pavilion projects. It was noted that it had been agreed in principle previously that the remaining £50,000 S106 funds from the Persimmon Homes development could be split equally between the two projects. The Chairman queried whether these projects should be dealt with by the Open Spaces Committee or the Planning Advisory Committee, as they are Community Buildings and as such part of the newly agreed strategic review changes to committees.

Cllr Perry also noted that there will be reduced liabilities with regard to the allotments as it was agreed not to accept Horsham District Council's (HDC's) offer to run them. It is likely that they will now be run by the management company appointed by the developer. Works have begun on Borrer Bank. It is not yet known how much will need to be spent on the area. £1,000 had been requested, but the costs are likely to be lower as soil is now not going to be removed. Cllr Perry will report back at the next meeting once costs are clarified. She also reported there may be costs incurred with ferreting, but there will be lower than expected costs at the Chessbrook Green play area, due to the purchase of two wet pour kits, rather than using a contractor.

Cllr Jones reported from the Village Centre Committee that there had been some confusion as to whether the bicycle shelter was still required by the Leisure Centre. Cllr Kendall has had a recent meeting with the Leisure Centre Committee and it was confirmed that it is. In particular a covered shelter would be preferred. This will be discussed again at the next Village Centre meeting. It is proposed to be funded by S106 monies from the Link Road project. She also noted that there was still some clarification needed as to whether the Cemetery should be dealt with by Village Centre or Open Spaces. She noted that a working group has been formed by Village Centre for the planned cemetery extension. She suggested the Cemetery remains with Village Centre Committee, as there is a certain level of expertise in the current Village Centre Committee. She also mentioned that work on the public conveniences is due to start shortly and that Cllr Morgan has reached agreement with the freeholder of the Barclays forecourt to draw up a lease, at no cost to the landlord. The proposed lease will be for six years and eleven months, at an annual cost of £100p.a. for the first five years and £200 thereafter. The repairs to the paving have been completed and works to the tree will be covered by the landlord. This will be further discussed at the next Parish Council meeting.

The Chairman suggested informing BT that there are planned works to the public conveniences, which could have an impact on the proposed removal of the telephone box.

Action Point: The Clerk to respond to the recently received consultation to inform BT of the works planned in the area

The Chairman reported that there were no particular financial issues to report from the Planning Advisory Committee.

7. GOVERNANCE STRATEGY REVIEW

a) Village Centre and Open Spaces Committee Meeting Dates

Timing and frequency of the meetings was briefly discussed.

Action Point: It was resolved to discuss further with the three councillors that attend both meetings

8. MOTION: TO APPROVE THE LEASE FOR THE NEW STORAGE UNIT AND AGREE THE FUNDING

The Open Spaces Committee approved acceptance of the terms put forward by WC Hire Ltd. This will add £50 per week to the Open Spaces budget for the year. However, this provides a secure compound and storage container, plus access to a covered area which can be used as a

workshop, with electricity provided. It was agreed in principle by the Open Spaces Committee and Terms and Conditions have been signed. It is being paid for by General Expenditure from the Open Spaces budget.

It was **proposed** by Cllr Perry, **seconded** by Cllr Jones and **approved** unanimously to continue with the arrangement.

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

The Risk Registers were emailed to Councillors, as requested at the July meeting.

Action Point: The Clerk to check whether a separate Health and Safety Policy is needed, to review which other policies may need updating and to contact Mr Martin Funnel at West Sussex County Council (WSSC) to check the availability of equipment suggested at a training session in the autumn of 2017.

10. SKILLS AND EXPERIENCE REGISTER

Ten Councillors have responded so far, although one provided comments instead of rankings against the set of criteria. Cllr Jones confirmed she will complete hers shortly.

Action Point: The Clerk to chase the remaining four councillors, specify a deadline and collate the information onto a final spreadsheet for review at next meeting.

11. FINANCE

a) Confirmation of Reconciliation of Bank Accounts (July/August)

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

Checked, signed and dated.

b) Internal Controls (To Include Audit Check of Expenditure) – Stonepit Nurseries (£2,150.00) & Grasstex Ltd (£480.00)

Checked, signed and dated.

c) Progress Report 2019/20

Expenditure for the Finance Committee is slightly ahead of budget (43.5% against 41.7%). £4,750 of the expenditure for the new website will be coming from General Reserves at the end of the financial year, with £4,750 more to come. Also, £1,500 was spent from the F & G P Miscellaneous budget, as a contribution to the Campaign to Protect Rural Henfield towards a Landscape Survey for the Sandy Lane appeal.

There will also be a further £4,527 to add this month for the repurchase of the tractor unit and flail which was stolen. We have however received an additional £4,277 as income from the insurance claim, which has pushed us ahead of budget.

d) External Audit 2018/19 – Update

The completed External Audit was submitted to Moore Stephens on 9th May. We then received a request for further information on 13th June and the Clerk responded on 2nd July. We then received a further request for information on 22nd August and the Clerk responded on the same day. A further response has not yet been received.

e) Henfield Parish Council Insurance Premium

Our annual renewal for the insurance premium has been received from Came & Co. The premium for 2019/20 is £1,827.64, against a premium last year of £1,797.39 (an increase of 1.69%). We are starting the second year of a three-year agreement which ends 30/9/21.

It was **proposed** by Cllr Jones, **seconded** by Cllr Perry and approved unanimously to accept the renewal with Came & Co.

f) Infrastructure Delivery Plan

After the September Parish Council meeting, Cllr Eastwood produced a revised version of the Infrastructure Delivery Plan and this was circulated to Councillors on 10th September. A shorter version was also sent to Suzanne Shaw at HDC. Cllr Eastwood has suggested that the document is updated every three months.

g) Approve Additional Neighbourhood Plan Funding from Reserves

Neighbourhood Planning expenditure for the year is £2,680, against a budget of £3,000. This leaves only £320 for the remainder of the year. There is a Planning and Legal reserve of £7,651. Mr Ray Osgood has requested that £1,500 of this reserve is set aside to fund the planning consultant, in order to prepare for Regulation 16.

It was **proposed** by Cllr Perry, **seconded** by Cllr Jones and **approved** unanimously to set aside £1,500 to fund the planning consultant.

12. ANY OTHER URGENT MATTERS TO BE RAISED BY COUNCILLORS

None

13. DATE OF NEXT MEETING - Tuesday 15th October 2019.

Meeting Closed 8.12pm.