

HENFIELD PARISH COUNCIL - FINANCE RISK & CHANGE GOVERNANCE COMMITTEE

Meeting of the **Finance Risk & Change Governance Committee** held on
Tuesday 27th September 2022 at 7:00pm in the Garden Room at The Henfield Hall.

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

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

MINUTES

1. DECLARATION OF MEMBERS' INTERESTS

The Chairman and Cllr Perry declared an interest in item 15 c) as they are both members of Henfield Community Partnership.

2. APOLOGIES

Cllr N Farrell.

3. APPROVAL OF MINUTES OF THE MEETING HELD ON 12th JULY 2022

Approved, signed by the Chairman.

4. MATTERS ARISING

a) Zero Hours Contracts

The Clerk confirmed that these are intended for use with the members of staff that undertake cleaning and may be rolled out to litter pickers in future. The Chairman confirmed that zero hours contracts are useful as additional assignments can be added easily. An HR company have produced an initial draft but it appeared to be a standard template and not tailored for local authorities. It was felt that the fee charged was excessive, so the Clerk negotiated a £95 discount.

b) Update on the Community Bus

The Clerk confirmed that the Community Bus has been used by the Henfield Joggers, Beavers, Henfield Football Club and the Youth Club. It was agreed that this represents better value for money than the weekly free bus to Small Dole, which was underused.

The Chairman adjourned the meeting.

OPEN FORUM

There were no members of the public present at the meeting.

The Chairman reconvened the meeting.

5. CHAIRMAN'S ANNOUNCEMENTS

The Chairman reported that the solar project was going well at the Henfield Hall and that they are now considering further ways to be more energy efficient such as replacing the cooker in the kitchen. One of the members is also conducting an energy audit and they are looking for funding for batteries for storage of the solar energy.

6. MOTION: TO APPROVE THE BUSINESS CASE SUMMARY FOR EACH OF THE COUNCIL'S EARMARKED RESERVES

A draft was circulated prior to the meeting. Various slight amendments were discussed. The Chairman reminded Cllr Shaw that the CIL section still needs to be completed and confirmed that the removal of the reserve for Neighbourhood Planning would be confirmed later in the agenda. It was also suggested that the Retirement Payments reserve could also be moved as this now only applies to one member of staff. Cllr Donoghue also suggested that under Parish Office there ought to be mention of the fact that the Parish Council are tenants of Henfield Hall with a full repairing lease.

It was **PROPOSED** by the Chairman, **SECONDED** by Cllr Jones and **VOTED ALL IN FAVOUR** to approve the business case summaries subject to the amendments above.

Action Point: The Chairman to make the amendments as required.

Action Point: Cllr Shaw to forward the business case for Community Infrastructure Levy to the Chairman.

7. **MOTION: TO APPROVE THE LATEST VERSION OF THE INFRASTRUCTURE DELIVERY PLAN (IDP)**

An updated draft plan was circulated prior to the meeting. The items added were a multi-sports court and a flat track surrounding the pump track. It was also noted that several other items need to be updated and clarified and this will take place after the Community Facilities meeting in November. It was also noted that the leisure centre roof can now be moved to completed items. **It was agreed** that an updated version of the IDP should be presented for approval at the December meeting of full council and then reviewed quarterly.

It was **PROPOSED** by Cllr Jones, **SECONDED** by Cllr Perry and **VOTED ALL IN FAVOUR** to approve the two additional items on the IDP.

Action Point: The OM to review and update the IDP for the December meeting of Full Council.

Action Point: The Clerk to include the IDP on the agenda for Full Council in December.

8. **MOTION: TO APPROVE EXPENDITURE OF £690 FOR THE REPAIRS TO THE BLOCK PAVING IN THE VILLAGE SQUARE**

A quotation was circulated prior to the meeting. Cllr Jones explained that likely due to tree roots, there are uneven block pavers that have caused a trip hazard. The lease does specify that the Parish Council are responsible for repairs.

It was **PROPOSED** by Cllr Jones, **SECONDED** by Cllr Shaw and **VOTED ALL IN FAVOUR** to approve the expenditure of £690 for repairs to the Village Square block paving.

Action Point: The Clerk to inform the contractor to go ahead with the work.

9. **MOTION: TO APPROVE THE EXPENDITURE OF £5,738.92 TO REPLACE THE KINGSFIELD RAMP AND TUNNEL PLAY EQUIPMENT. THE COST TO BE TAKEN FROM THE RECREATIONAL EQUIPMENT & SKATE PARK RESERVE**

Cllr Perry confirmed that this is a very popular piece of play equipment that has been fenced off for over a year due to difficulty in finding a contractor to quote for the repair work. Two quotes were eventually obtained, this being the lowest.

It was **PROPOSED** by Cllr Perry, **SECONDED** by Cllr Eastwood and **VOTED ALL IN FAVOUR** to approve the expenditure of £5,738.92 to repair the ramp and tunnel on the Kings Field.

10. **MOTION: TO APPROVE OPTING-IN TO THE EXTERNAL AUDITOR APPOINTMENT ARRANGEMENTS**

The Clerk explained that no action would be needed in order to remain opted in. It was agreed that there is unlikely to be any difference in service or cost by opting out and that it would be more straightforward to remain opted in for the next five years.

It was **PROPOSED** by the Chairman, **SECONDED** by Cllr Shaw and **VOTED ALL IN FAVOUR** to remain opted in to the external auditor appointment arrangements.

11. **MOTION: TO APPROVE FUNDING OF UP TO £1,000 TO MITIGATE THE EFFECTS OF THE CURRENT ECONOMIC CRISIS**

The Chairman explained that, along with input from SH2030, Henfield Community Partnership and the churches in the village, several ideas have been put forward such as finding buildings that already have their heating on to offer warm spaces such as the Henfield Hall, Haven or Library, offering information and advice on energy saving, additional support for the food bank and a community fridge. The Parish Council may not be able to offer significant funding but can co-ordinate, make use of contacts and offer information and advice. The Haven have also been approached to re start the Helpline, to which they have agreed if found to be necessary.

It was **PROPOSED** by the Chairman, **SECONDED** by Cllr Perry and **VOTED ALL IN FAVOUR** to approve funding of up to £1,000 to be spent at the discretion of the Chairman, Cllr Eastwood and the Clerk.

Action Point: The Clerk to include the economic crisis on the next agenda for Full Council and to circulate the SH2030 report as a supporting document.

12 **MOTION: TO APPROVE FUNDING OF UP TO £600 TOWARDS THE COST OF MATERIALS FOR THE COMMUNITY PAYBACK TEAM**

The Clerk explained that a representative from the Crawley Probation Office had visited the Parish Office and subsequently toured the High Street and play areas in the village. It was agreed that the Community Payback team could undertake a significant program of works over several weeks including cleaning, rubbing down and repainting play equipment, seats and benches, bollards and railings as well as additional weeding. It was arranged for work to begin the following week. The Parish Office arranged for the necessary cleaning and painting supplies to be purchased, with agreement from the Village Amenities Committee. This will save a significant labour cost in hiring contractors, as works officers are unable to undertake this work within their schedule. The feedback so far has been very positive, and it was agreed that this is a very good opportunity for the village.

It was **PROPOSED** by Cllr Eastwood, **SECONDED** by Cllr Shaw and **VOTED ALL IN FAVOUR** to approve the funding of up to £600 towards the cost of materials for the Community Payback team.

13. **WORKS OFFICER SCHEDULE FOR AUTUMN/WINTER 2022/23**

This was circulated prior to the meeting. It was agreed that this is a useful document which can inform committees and the public as to the nature of the scope of works, as well as a guide in case of works officer absence. The plan is currently to March 2023 so it was agreed to request a further schedule for the remainder of the year in December.

Action Point: The Clerk to request a further schedule from the works officer in December 2022.

14. **CONSIDER A FUTURE MEMORIAL TO HER MAJESTY THE QUEEN**

The Chairman mentioned that there had been some discussion on local social media regarding an appropriate memorial for the late Queen. Cllr Jones added that this is being considered as part of the planned improvements to the village square. The Chairman also suggested memorial planting in the Coopers Way verge. Cllr Perry suggested a viewing platform with information board on the Lydds. **It was agreed** to take the item to Full Council for discussion following the minutes silence.

15. **FINANCE**

- a) Confirmation of Reconciliation of Bank Accounts (June, July & August).
Each were signed by two Councillors.
- b) Internal Controls (To Include Audit Check of Expenditure) – July & August
Both were signed by two Councillors.
- c) Approve the Henfield Community Partnership Grant of £750
This has already been set aside in the budget. **It was agreed** by show of hands, four in favour with two abstentions.
- d) Consider Potential Expenditure in Light of the King's Accession
It was noted that the Coronation is likely to take place in June but may be a paired down ceremony. Cllr Eastwood suggested that the Beacon on the Rothery could be lit if appropriate. There will also need to be purchase of an official photograph of King Charles III from Royal Images, which is likely to cost around £100. It was also noted that there is an existing events reserve.
- e) Approve the Transfer of The Neighbourhood Plan Review Reserve to the General Reserves
This was all agreed as per the discussion under item 6. **It was also all agreed** to transfer the Retirement Payment Reserve to General Reserves.

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

The Chairman asked all committee chairmen to consider the frequency of their meetings as the Parish Administrator is starting to schedule and book rooms for next year. It was agreed that the meetings would continue to take place 6 weekly but with flexibility to be 5 or 7 weekly, to be decided by and depending on the resource available from the Parish Office.

The Clerk reported that the new power supply installed in the Cooper Way car park has not been used since it was installed three months ago. However, it was felt that the electricity supply may be used for events and potentially by Boutique 35 in winter. The Parish Council is currently paying the £8.66 per month standing charge.

The Clerk confirmed that the High Street will be resurfaced with an 8pm closure from the 17th to 21st of October.

The Clerk informed Cllr Eastwood that Mrs Saunders has now retired and that a thank you gift may be appropriate, to be paid for from Chairman's allowance.

17. **DATE OF NEXT MEETING**
Tuesday 15th November 2022.

Meeting Closed 8.17pm.