

HENFIELD PARISH COUNCIL - FINANCE RISK & CHANGE GOVERNANCE COMMITTEE

**Meeting of the Finance Risk & Change Governance Committee
Tuesday 21st May 2019 at 7:00 pm at the Parish Office in the Henfield Hall.**

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

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

MINUTES

1. CONFIRM APPOINTMENT OF CHAIRMAN FOR THE FORTHCOMING YEAR

The Clerk advised that under Henfield Parish Council's Standing Order 3f, the Vice Chairman of the Parish Council is automatically appointed as Chairman of the Finance Committee. Therefore Cllr Goodyear is appointed as Chair of the Finance Committee.

2. ELECTION OF VICE CHAIRMAN FOR THE FORTHCOMING YEAR

Deferred until the next meeting.

3. DECLARATION OF MEMBERS' INTERESTS

None

4. APOLOGIES

Cllr A Donoghue.

5. APPROVAL OF MINUTES OF MEETING HELD ON 16th APRIL 2019

Approved, signed and dated by the Chairman.

6. MATTERS ARISING

a) Approve Legal Expenses for the S106 Deed of Variation Relating to the Public Conveniences

The Parish Council has received an email from Suzanne Shaw at Horsham District Council (HDC) on 13th May stating that there is no need for a Deed of Variation. The current agreement states "provision or improvement of public parking in or benefitting the parish council area of Henfield." This can include improvements to the environment and or facilities of the car park.

The necessary application now needs to be submitted once tenders have been obtained and a firm price agreed for the work.

b) Summer Fair Public Liability Insurance

The Clerk has contacted the insurer (Came & Co) and they have confirmed that the Parish Council's public liability insurance will cover the event, up to a maximum of 1,000 attending at any one time. Any outside organisations attending the event will need to provide their own public liability cover.

The Chairman adjourned the meeting

OPEN FORUM

None

The Chairman reconvened the meeting

7. **CHAIRMAN'S ANNOUNCEMENTS**

a) Website Specification

This has now gone out to tender to five website providers approved by HDC, only one has responded so far. The aim is to have the new website up and running by January 2020.

b) Projects Officer

The Clerk, Deputy Clerk and Cllr Eastwood met with Rebecca Grantham to discuss taking on extra hours running the Infrastructure Schedule. She will chase through outstanding action points as directed by the various sub-committees.

A new computer is required for the Deputy Clerk and this is included in the 2019/20 budget
A new computer is also required for the Clerk, to be discussed at the next meeting.

Action – Clerk to add the purchase of computer to the next agenda.

8. **COUNCIL COMMITTEES – KEY ISSUES**

Cllr Jones reported from the Village Centre Committee that negotiations are beginning over what happens to the Barclays forecourt.

Cllr Perry reported from the Open Spaces Committee that the creation of a bee avenue has been requested and that there are plans for more tree planting as part of the Year of Green Action. She also proposed that Henfield Parish Council declare a Climate Emergency.

The Chairman also reported that three members of the public attended the Planning Advisory Committee (PAC) meeting to discuss the possibility of becoming a Rule 6 party to the Sandy Lane development and to request support and advice from PAC in this matter.

9. **GOVERNANCE STRATEGY REVIEW**

a) Joint Commons Committee (JCC)

The Chairman explained that there was a suggestion to include the Chairman of the Joint Commons Committee on the Finance Committee. It was resolved not to go ahead, as the JCC is a HDC committee and funded by HDC. It was also felt that there are no financial considerations for the JCC at this meeting or vice versa and that if there was a change of JCC it may not be a Parish Councillor. Hence, that individual would be unable to sit on the Finance Committee. If issues arise in future, members from the JCC can be invited to the relevant meeting to give their advice and opinion.

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

No issues to consider.

11. **COMMUNITY BUILDINGS REPORT**

An amended version of the report was provided by Tony Duggan and was circulated with the agenda prior to the meeting. The aim will be to monitor progress quarterly at the PAC meetings.

Action – the Clerk to schedule the Community Buildings Report on quarterly PAC agendas.

12. **FINANCE**

a) Confirmation of Reconciliation of Bank Accounts (April)

Barclays Current, HSBC Money Manager, HSBS Community, Nat West Business Reserve, Barclays Memorial Field and Barclays Business Premium accounts. The last two in the list have now been closed. Each were checked, signed and dated by two Councillors.

b) Internal Controls (To Include Audit Check of Expenditure) – Microsoft Email Addresses - £820.80. Checked, signed and dated by Cllr Eastwood and Cllr Jones

c) Progress Report 2019/20

The Clerk reported that 8.3% of the financial year has passed and the expenditure of Henfield Parish Council as a whole is 8.3% of budget. Annual business rates for the Rothery Field, Cemetery and for the Public Conveniences have been paid. The budget for litter picking and seats will be moved from Village Centre to Open Spaces if agreed at the next meeting. The Finance Committee expenditure is 7.6% of budget.

d) Internal Audit – Outstanding Actions

Several action points need to be carried forward:

1. Continue to retest back-ups to the Cloud Drive,
2. Once the new website is launched, seek to publish supporting documentaion with meeting agendas.
3. Continue to monitor bank accounts to see if we can further reduce the number, as well as checking whether there might be better investments.

Action Point - the Clerk to include a review of the bank mandate on the agenda for the next meeting.

13. ANY OTHER URGENT MATTERS TO BE RAISED BY COUNCILLORS

Cllr Eastwood reported that he had attended a consultation session with Mayfield Market Towns yesterday. He has suggested that Henfield Parish Council (HPC) work in opposition to these proposals which are contrary to the emerging Henfield NP. HPC will need to consider whether they wish to make a financial commitment to instruct experts and advisors. It was agreed to request more information regarding the potential costs so that this can be discussed at the next FRC meeting with a view to agreeing a potential budget. There is a public meeting regarding Mayfield Market Town on the 14th June in St Peter's Church, Henfield.

14. DATE OF NEXT MEETING - Tuesday 16th July 2019

Meeting Closed at 8.12pm.