

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

**Finance Risk & Change Governance Committee Meeting  
Tuesday 16<sup>th</sup> April 2019 at 7:00 pm at the Parish Office in the Henfield Hall.**

## **MINUTES**

**Present:** Cllrs E Goodyear (Chairman), M Eastwood, A Duggan, A Donoghue and N Yeo.

**In attendance:** Mr Kevin Wright (Clerk), Mrs Rebecca Grantham (Parish Administrator) and Cllr R Kendall.

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

None.

### **2. APOLOGIES**

Cllr J Jones.

### **3. APPROVAL OF MINUTES OF MEETING HELD ON 20<sup>th</sup> MARCH 2019**

Approved, signed and dated by the Chairman.

### **4. MATTERS ARISING**

#### **a) Risk Registers**

The Clerk has amended the Business Continuity Register to reflect the change requested at the previous meeting.

Alan Barwick has confirmed there aren't always two people in the Museum on Saturday morning, as there is nearly always something else going on in the Hall. There is almost always two together on Saturday afternoons. There is a need to consider whether it is safe for a person to be alone in the Museum on a Saturday. It was resolved to consider this at the next Museum Committee meeting.

*The Chairman adjourned the meeting.*

## **OPEN FORUM**

None

*The Chairman reconvened the meeting.*

### **5. CHAIRMAN'S ANNOUNCEMENTS**

#### **a) Website Specification**

The Chairman has drafted a specification for a generic website. This will be sent to five or six companies that are approved by Horsham District Council (HDC) to ask for quotes.

#### **b) Parish Council Co Options**

There is one co-option available in the Henfield Ward and two in the Small Dole Ward. The Parish Council can co-opt without advertising in the 35 days after 2<sup>nd</sup> May election date. Weekends and Bank Holidays can be ignored so co-option needs to take place by the 21<sup>st</sup> June. Otherwise the positions will need to be advertised. Anyone interested can approach the Clerk for more information.

#### **c) Review of Remuneration Working Group**

The Chairman reported that following a meeting with Cllrs Donoghue and Perry, it was decided to investigate the pension schemes used by other Parish Councils. So far the feedback on the Local Government Pension Scheme has been positive.

**Action – The Chairman to report again to the Committee in several months’ time.**

**6. COUNCIL COMMITTEES – KEY ISSUES**

Cllr Duggan reported that the Planning Advisory Committee (PAC) had objected to the planned change of use for the former Barclays’ building due to the potential restriction of access to the garages behind.

Cllr Yeo reported on behalf of Cllr Jones that the Village Centre Committee was moving ahead with quotes for the renovations to the Public Conveniences and that the report for the Cemetery extension had been sent to HDC.

With regards to the Link Road, Cllr Eastwood reported that the Leisure Centre lights have been installed and the floodlights connected. Planting and re-seeding has taken place and the electric car charging point is being installed tomorrow. He is still awaiting quotes for the lower wattage heads to lighting and for reusing the posts outside the Youth Club. Approval will be required from the Finance Committee for expenditure on legal costs for the deed of variation relating to the S106 funding for the public conveniences.

**Action – the Clerk to include legal expenses approval on the May Finance Agenda.**

**7. GOVERNANCE STRATEGY REVIEW**

Cllr Kendall’s report was circulated prior to the meeting. He highlighted the summary which included his suggestions for potential improvements. He had identified some overlapping with Open Spaces and Village Centre Committees, He suggested that the PAC continues to deal with community facilities and cross Committee working, with clearer boundaries on responsibilities. This could include a nominated person to report to PAC. He also suggested that broader parameters are considered before transferring the running of the Museum. In conclusion, he highlighted that the Parish Council ought to consider its own priorities and remit. There is an increasing pressure on the Parish Office, so there is also a need to consider resourcing and other efficiencies. It was resolved to discuss this report in the individual Committees in order to be reviewed again at the June FRC meeting.

**Action Point - The Chairman of each Committee to raise Cllr Kendall’s report for discussion at each of the relevant committees and report back to FRC**

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

Nothing to report.

**9. APPROVAL OF COMPLAINTS’ PROCEDURE**

The updated version was circulated prior to the meeting with the suggested amendments.

It was **PROPOSED** by Cllr Eastwood and **SECONDED** by Cllr Donoghue, and **VOTED** all in favour to approve the Complaints’ Procedure.

**10. INFRASTRUCTURE DELIVERY PLAN AND S106 SCHEDULE**

These were circulated to the Committee prior to the meeting with Cllr Eastwood’s comments highlighted. In addition, further maintenance costs and improvements to parking at Fabians Way and Northcroft were suggested in respect of the Link Road, as well as maintenance costs for the cemetery lighting. Regarding Transport funds, Cllr Eastwood is also investigating how other funds have been spent and will query with HDC and West Sussex County Council. Cllr Eastwood will also update the figures for the various projects under Community Facilities.

Once updated the Plan will be taken forward for discussion at Full Council in June.

**Action Point - Cllr Eastwood to update the plan to include the suggested amendments.**

**11. COMMUNITY BUILDINGS REPORT**

Cllr Duggan’s report was circulated prior to the meeting. This highlighted that buildings are competing for resources as well as performing similar activities and all require revenue and capital support. He concluded that the Parish Council could provide advice and foster cooperation between the buildings. There is also a need to consider configuration and individual rooms within buildings as

well as the times of day that the buildings are being used. He has divided the buildings into clusters that perform similar functions and it was suggested that the Guide Hut, Museum and Parish Council are included. The agreed amendments will be added to this report and will be reviewed at the next Finance meeting, with a view to taking to the June Parish Council meeting.

**Action Point - Cllr Duggan to make the necessary amendments to include the Guide Hut, Museum and Parish Council into clusters.**

## 12. FINANCE

### a) Confirmation of Reconciliation of Bank Accounts (March)

Barclays Current, Barclays Business Premium, Nat West Business Reserve, HSBC Money Manager and HSBC Community accounts. Signed and dated by Committee members

### b) Internal Controls (To Include Audit Check of Expenditure)

3 Fat Pigs - £33.32 - Signed and dated by Cllrs Yeo and Donoghue.

### c) Year End Report 2018/19

The Clerk circulated the year-end accounts and final budget report for 2018/19 on Wednesday 3<sup>rd</sup> April, along with a brief explanatory email. He invited any questions.

The Clerk now has the External Audit to complete and the Internal Audit on 2<sup>nd</sup> May. He hopes to get all of the relevant financial reports ready for approval at the May Parish Council AGM.

### d) Summer Fair Public Liability Insurance

The Chairman asked whether the Summer Fair on Saturday 13<sup>th</sup> July could be covered under the Henfield Parish Council's Public Liability Insurance. There are four Parish Councillors on the organising committee. The Clerk will check with the insurers.

**Action – the Clerk to check insurance position with the Henfield Parish Council insurers.**

## 13. ANY OTHER URGENT MATTERS TO BE RAISED BY COUNCILLORS

There were no issues raised.

## 14. DATE OF NEXT MEETING - Tuesday 21<sup>st</sup> May 2019

The meeting closed at 8:43pm.