

HENFIELD PARISH COUNCIL - FINANCE RISK & CHANGE GOVERNANCE COMMITTEE

Meeting held Wednesday 20th March 2019 at the Parish Office in the Henfield Hall.

Present: Cllrs E Goodyear (Chairman), M Eastwood, A Duggan, A Donoghue and J Jones.

In attendance: Kevin Wright (Clerk) and Rebecca Grantham (Parish Administrator).

MINUTES

1. DECLARATION OF MEMBERS' INTERESTS

None.

2. APOLOGIES

Apologies were received from Cllr N Yeo.

3. APPROVAL OF MINUTES OF MEETING HELD ON 19th FEBRUARY 2019

Approved, signed and dated by the Chairman.

4. MATTERS ARISING

Cllr Donoghue has emailed the headteacher of St Peter's school with a link to the 'Connections Magazine.' Cllr Morgan has also had a meeting with the headteacher. Cllrs Eastwood and Donoghue are due to visit again this week to discuss this matter as well as how to access S106 funding.

The Chairman adjourned the meeting

OPEN FORUM

None

The Chairman reconvened the meeting

5. CHAIRMAN'S ANNOUNCEMENTS

a) May Elections

There has been some confusion over the possible dates for the Parish Council's AGM date in May. If contested and there is an election on the 2nd of May the date for the Council AGM will be Tuesday the 14th of May. If uncontested the meeting could be on Wednesday 8th May. After the 3rd of April, at which point all nomination papers will have been submitted to Horsham District Council (HDC), it will be known whether there will need to be an election.

b) New Henfield Parish Council Website

The Chairman and Cllr Eastwood have had an initial discussion with PMW Communications Ltd regarding developing a new HPC website. The Chairman has created a initial specification in discussion with the Clerk and Deputy Clerk. Cllr Donoghue asked how the Museum would be represented and it was confirmed they will have their own dedicated page. Cllr Duggan advised several quotes will be needed. These will be obtained once an initial specification has been finalised. HDC has a list of approved website designers.

6. COUNCIL COMMITTEES – KEY ISSUES

Cllr Duggan confirmed a draft document of the Neighbourhood Plan has been circulated. The Committee is working on recommendations and it will then be taken to Full Council.

Cllr Jones confirmed that the Village Centre Committee is going out to tender for quotes for new public conveniences. There is £37,000 available in S106 monies, but there is likely to be a shortfall. Cllr Donoghue has drafted a document outlining objectives for restructuring of the Museum Committee, the objective being to free up Councillors and Parish Office time. The proposals include reducing the number of Councillors on the Committee from five to three, the remainder being made

up of others, including the Friends of the Museum. Members of the Committee will have full voting rights. A Councillor will remain as the Chairman and Vice Chairman and the Chairman will still have a casting vote. The next task will then be to look at the Forward Plan. Cllr Eastwood stressed that it is not the Council's intention to withdraw support or funding from the Museum. The Committee expressed their thanks to Cllr Donoghue for drafting this document, which will be sent to the Museum Committee initially before being taken to Full Council.

7. GENERAL DATA PROTECTION REGULATIONS

a) Council Email Addresses

The Chairman reported that new email addresses are ready to be rolled out with instructions. This will be a phased process and there will be a crossover time. The Chairman requested that as GDPR is now a standard process for the Council this topic matter no longer needs to be a standing agenda item. This was agreed

Action – Clerk and Deputy Clerk to roll-out email addresses.

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

a) Approve Risk Registers and Audits

These were circulated to Councillors prior to the meeting. The Chairman explained some risks had lowered in the office due to the way that data is now backed up and being store on the Cloud. Cllr Donoghue asked whether two people were still in attendance in the Museum on Saturdays. This will be checked with the Curator. After discussion it was agreed that the heading 'likelihood' be changed to 'inherent risk,' to avoid misinterpretation Cllr Eastwood **proposed** the acceptance of the documents with this small amendment. This was **seconded** by Cllr Jones and **approved** unanimously.

Action – Clerk to check with the Curator in respect of Museum Saturday openings.

Action – the Chairman to amend the Business Continuity Risk Register.

9. REVIEW OF COMPLAINTS PROCEDURE

There has been an update to the Complaints Procedure which was circulated to the Committee prior to the meeting. It was highlighted that the procedure needs to include potential for complaints against other staff as well as the Clerk. The Committee agreed that complaints about the Clerk should be dealt with by the Vice Chairman, as line manager and that complaints about other staff should be dealt with by the Clerk.

The final section 'What to do if you are still not happy,' would be changed to include the code of conduct escalation to HDC.

The Committee agreed there ought to be a three stage process with the first being a written reply, the second being a thorough investigation of evidence and the third being escalation to a Complaints Committee.

The Chairman and the Clerk will re word this document to bring back to a future meeting. The Chairman will also investigate the implications of a Freedom of Information request on the timescales.

Action – the Chairman and Clerk to revise the document and bring back to FRC.

10. FINANCE

a) Confirmation of Reconciliation of Bank Accounts (February)

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

Each checked, signed and dated by two Councillors.

b) Internal Controls (To Include Audit Check of Expenditure) – J C Crawley PAT Testing - £420.00

Checked and signed by Cllrs Donoghue and Jones.

c) Progress Report 2018/19

All committee expenditure budgets look likely to come in within target except for the Village Centre Committee, which had the £57K expenditure on the Kings Field play area, but also received £52K in S106 funding.

The Clerk highlighted that office salaries had been lower than expected due to the Parish Secretary leaving three months earlier than originally planned. The grass cutting costs were lower than expected, due to the hot weather last summer and the costs for the public conveniences were also lower, due to reduced electricity and water costs.

The Chairman raised the issue of capping reserves at agreed levels and agreeing the annual contribution to each reserve

Action – Committee Chairs to provide a proposed capping level and proposed annual contribution for the relevant reserves for their committee.

d) Bank Account Review – Memorial Field Account & Closure of Business Premium Account

The Business Premium account will now be closed in the new financial year. After due discussion, it was **proposed** by Cllr Eastwood that funds in the Memorial Field account should be placed into the Playing Field reserve. This was **seconded** by Cllr Donoghue and **approved** unanimously.

Action – the Clerk will arrange to close both Barclays' accounts.

e) Henfield Community Partnership Loan

The Clerk will email Mark Mulberry to ask for advice about carrying over the £20K loan to the Henfield Community Partnership.

Action – the Clerk to write to Mark Mulberry.

The Parish Administrator left the meeting.

f) Approval of Extra Hours for Parish Administrator

The meeting agreed that there was a need to provide an additional resource to assist the Parish Office with an increasing workload. It was **proposed** by Cllr Duggan and **seconded** by Cllr Eastwood that a further 10 hours work per month be offered to the Parish Administrator. This was **approved** unanimously.

Action – the Clerk to speak to the Parish Administrator about increasing her hours.

The Parish Administrator rejoined the meeting.

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

Cllr Eastwood explained that despite the Nursery at the Youth Club being ready to open, it is unable to do so due to the delay in an Ofsted inspection. Cllr Jones and Cllr Eastwood agreed to draft a letter for the Clerk to send to Ofsted, explaining the urgent need for nursery places in the village, which is also affecting the income for the Youth Club. This correspondence will also be copied to Nick Herbert and Lionel Barnard.

The work on the CCTV is going ahead as planned with Kestrel alarms being instructed yesterday. HDC has agreed to match 50% of the cost.

Action – Cllrs Jones and Eastwood to draft a letter to Ofsted.

12. **DATE OF NEXT MEETING** - Tuesday 16th April 2019.

The Chairman closed the meeting at 8.20pm.