

HENFIELD PARISH COUNCIL
MEETING OF THE FINANCE RISK & CHANGE GOVERNANCE COMMITTEE

Finance Risk & Change Governance Committee
Tuesday 16th July 2019 at 7:00 pm
at the Parish Office in the Henfield Hall.

Present: Cllrs E Goodyear (Chairman), N Stevens, M Eastwood, A Donoghue, M Morgan and G Perry.

In attendance: Mrs R Grantham (Administrator)

MINUTES

1. **ELECTION OF VICE CHAIRMAN FOR THE FORTHCOMING YEAR**

It was proposed by The Chairman, seconded by Cllr Eastwood and agreed unanimously to elect Cllr Donoghue as Vice Chairman.

2. **DECLARATION OF MEMBERS' INTERESTS**

None

3. **APOLOGIES**

Cllr Jones

4. **APPROVAL OF MINUTES OF MEETING HELD ON 21st MAY 2019**

Approved, signed and dated by the Chairman.

5. **MATTERS ARISING**

a) Parish Clerk Computer

Recent problems with the Clerk's computer seem to have been overcome. It was resolved to keep monitoring with a view to replacing it in the future.

b) Review of Bank Mandate

Two people need to be removed from the mandate and the Deputy Clerk added. Cllr Kendall also needs access to online banking.. It was agreed to also add Cllr Donoghue to the mandate.

Action Point: The Clerk to also include adding Cllr Donoghue to the mandate.

The Chairman adjourned the meeting

OPEN FORUM

None

The Chairman reconvened the meeting

6. **CHAIRMAN'S ANNOUNCEMENTS**

None

7. COUNCIL COMMITTEES – KEY ISSUES

Cllr Donoghue has prepared a draft spreadsheet of total reserves, income and expenditure for the museum for the current year to date and asked the Clerk to complete missing items and also the Treasurer of the FOHM. This will then be discussed at next Museum Committee meeting at the end of August as part of forward plan.

Cllr Perry confirmed the potential cost for the storage facility for the Works Officers.

Cllr Morgan confirmed that the tenders for the public conveniences are expected shortly, the closing date being the 19th of July. There will be a need for an extraordinary Council meeting in order to agree how to proceed.

Cllr Eastwood has received the reconciliation from the S106 monies, another approximately £70,000 has been taken from the transport budget which he has queried with Horsham District Council (HDC), as well as the £50,000 which had been earmarked as potentially usable for the Cricket and Football Pavillions. The unexplained £28,000 queried from last month is being spent on the Downslink.

8. APPROVE PAY & REMUNERATION RECOMMENDATIONS

The Chairman circulated a report prior to the meeting.

The administrator left the meeting for this agenda item.

9. APPROVE RECOMMENDATIONS FOR NEW WEBSITE

The Chairman circulated a report prior to the meeting.

A new website is needed due to changing regulations, it was also recommended by the Auditor. The Chairman also explained that a new website will assist the office staff by making more information available to the local community.

A specification was sent to five web developers, quotes were received from three. The Chairman met with The Clerk and Deputy Clerk to compile the report and gave their recommendations. Cllr Stevens expressed concerns that the specification as inadequate as it did not address a number of key areas - security, transfer of legacy data, editorial rights etc. He advised, as a Chartered IT Professional, that the deficiencies in the specification be addressed before proceeding to invitations to tender and award of contract. It was agreed to clarify these issues with the developer.

It was proposed by Cllr Eastwood, seconded by Cllr Morgan, voted 5 in favour and one against, to go ahead with the quote provided by PMW at a cost of £11,706 subject to confirmation that the cost coat quoted included everything that would be required by HPC

10. APPROVE THE SKILLS REGISTER

The Clerk circulated two documents prior to the meeting requesting Councillors complete the Skills and Experience register.

Cllr Donoghue explained the purpose of the Skills and Experience Register, noting that it is a self assessment and also that it could be useful to highlight where there may be a need to take outside professional advice. Completed registers will be sent confidentially to the Clerk for him to compile into a single register.

It was proposed by Cllr Donoghue, seconded by Cllr Perry and voted all in favour to go ahead with the Skills register.

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

None

Action Point: The Clerk to circulate the current Health and Safety Policy and Risk Registers to all Councillors.

12. **FINANCE**

a) Confirmation of Reconciliation of Bank Accounts (May/June)

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

There are two reports for some as there was no meeting in June and one where there were no entries in May. Inspected, signed and dated by Councillors.

b) Internal Controls (To Include Audit Check of Expenditure) – Honda Izzy Mower (£587.21) & ACT Pest Control (£1,080.00)

Inspected, signed and dated by Councillors.

c) Progress Report 2019/20

With 25% of the financial year completed, the overall actual expenditure totals 25.5% of budget.

This is in line with what Council would expect, as there are a number of one-off costs at the start of the year. A considerable sum was also spent on the Works Officers' tractor and flail unit which had been included in the budget.

In terms of income, the cemetery is ahead of expected (40.2% of budget) and the museum is also more than double its expected income for the whole year,

d) External Audit 2018/19 – Update

Henfield Parish Council is subject to an intermediate review, as our income and/or expenditure exceeds £200K. This means that in addition to providing the usual information, the external auditor also asks for additional explanations of certain processes.

The Deputy Clerk responded on 2nd July and is awaiting a response.

e) The Henfield Hall Rent Review

The rent for the Parish Office and Museum is due for review on 1st August 2019.

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

Cllr Morgan expressed concern regarding the workload in the Parish Office. The Chairman noted that there may be a need for a further member of staff to be considered in the 2020/21 budget. Cllr Eastwood noted that there will be several Councillors on holiday during September, October and November. Cllr Stevens and Cllr Donoghue offered to be a reference point for the Clerk. during these periods.

14. **DATE OF NEXT MEETING** - Tuesday 17th September 2019

Meeting Closed at 8.30pm