

HENFIELD PARISH COUNCIL - FINANCE RISK & CHANGE GOVERNANCE COMMITTEE

Meeting of the **Finance Risk & Change Governance Committee** held on
Tuesday 21st March 2023 at 7:00pm in the Committee Room at The Henfield Hall.

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

In attendance: Mrs R Grantham (Operations Manager-OM).

MINUTES

1. DECLARATION OF MEMBERS' INTERESTS

None.

2. APOLOGIES

Cllrs M Eastwood, N Farrell and J Jones.

3. APPROVAL OF THE MINUTES OF THE MEETING HELD ON 31st JANUARY 2023

Approved, signed and dated by the Chairman.

4. MATTERS ARISING

a) Ethical Banking Update.

One more signatory is needed in order to finish setting up the Charity Bank account. The Unity Bank account will be set up once the precept has been received. Some funds are due to be transferred from the Natwest account into a separate 45 day Notice Account with Natwest that has a better interest rate. This has yet to be actioned.

b) Sainsbury's Update.

Click and Collect has now begun from a Sainsbury's van parked at the rear of the Coopers Way car park.

c) Youth Co Ordinator Update.

The proposal and contract have now been agreed with Sussex Clubs for Young People. The vacancy will be advertised online from this week.

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 on the successful launch of the Community Fridge - Fair Divide a local CIC has arranged public liability insurance and registered it as a food business. A five star rating has been achieved following an environmental health inspection.

6. MOTION: TO APPROVE THE REVIEW OF THE PARISH COUNCIL HEALTH & SAFETY REGISTER AND BUSINESS CONTINUITY REGISTER

The relevant documents were circulated prior to the meeting. It was noted that there are no changes to any of the risk levels. There was one typo error to be corrected, 'low' was in the incorrect column for item 8.

It was **PROPOSED** by the Chairman, **SECONDED** by Cllr Donoghue and **VOTED ALL IN FAVOUR** to approve the review of the Health and Safety and Business Continuity Registers, subject to the correction mentioned above.

7. MOTION: TO APPROVE THE BUSINESS PLAN ACTION PLAN

The action plan was circulated prior to the meeting. It was noted that all committees have reviewed their progress, however it was agreed that the format of the document needs to be altered to allow more detail to be added, perhaps on a shared document.

Action Point: The Chairman to investigate redesigning the format.

8. **MOTION: TO APPROVE THE REVISED CEMETERY FEES**

A schedule of proposed fees along with comparison with other parishes was circulated prior to the meeting. These fees had previously been approved by the Village Amenities Committee. Cllr Donoghue explained that consideration had also been given to the amount of office time taken for each process and that it was felt appropriate to continue charging double for non-residents due to the limited number of plots. The number of available plots and spaces on the memorial wall will also be tracked and reviewed along with the fees on an annual basis.

It was **PROPOSED** by the Chairman, **SECONDED** by Cllr Perry and **VOTED ALL IN FAVOUR** to approve the revised cemetery fees with effect from the 1st April 2023 for new cases.

Action Point: The OM to make the necessary changes on the website and inform local funeral directors.

9. **REVIEW THE CRITERIA FOR THE CITIZEN OF HENFIELD**

The Chairman explained that the last time a citizen of Henfield was considered, a request for nominations had been put into local magazines and several names were received. However as the vote was not unanimous no one was chosen. It was agreed the current process and criteria didn't work and needs revisiting. It was suggested that Community Awards may be more appropriate. Cllrs Donoghue and Shaw agreed to form a working party to discuss, with the intention of also inviting a member of the public from outside the Parish Council.

Action Point: Cllrs Donoghue and Shaw to invite a third person to join a working party discussion and present back to this committee in April.

10. **FINANCE**

a) Confirmation of Reconciliation of Bank Accounts (February).
Each signed and dated by two Councillors.

b) Internal Controls (To Include Audit Check of Expenditure) – February.
Each signed and dated by two Councillors. It was noted by the Committee that the item for Argos has not been checked as entered onto Sage.

Action Point: The Clerk to ensure the Argos item is entered onto Sage.

c) To approve up to £300 from the General Reserves to Cover Children & Young People Events.
The Chairman explained that the funds will be needed for the Coronation Fun Day, launch of hub@theclub and the cinema night. She also confirmed that a £200 grant has been awarded from Horsham District Council towards the Coronation event, which will likely be spent on craft materials for the children's activities.

It was **PROPOSED** by the Chairman, **SECONDED** by Cllr Shaw and **VOTED ALL IN FAVOUR** to approve up to £300 from General Reserves to cover Children and Young People Events.

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

Cllr Donoghue asked Cllr Perry for clarification on which areas of the playing field and Kings Field will have drainage work and when as there was some confusion in recent minutes.

Cllr Perry explained her understanding was that the eastern end ought to be improved first due to the issues with water draining off the Leisure Centre roof and sewage problems at the Youth Cub. In addition the fact that the football clubs plans are still not clear, there would not wish to be any delay for the Padel Tennis project.

It was suggested that in light of the size of the total number of projects involving the Kingfield it would be worth considering employing a consultant to consider the overall drainage issues in the whole area and to make a recommendation for any works needed. Cllr Perry agreed to reconsider the matter at the next meeting of the Recreation and Open Spaces Committee (ROS).

Action Point: Cllr Perry to ensure this issue is included on the agenda for the next ROS meeting.

The Chairman commented that she feels that the current process for including large projects on the Infrastructure Delivery Plan (IDP) may need further consideration. She recommended additional criteria relating to due diligence and governance of larger projects (perhaps above £100,000) in order to ensure that they are on a secure financial footing, as being added to the IDP does infer a commitment that the Parish Council will make a 10% contribution from Parish Council reserves in addition to CIL monies if available.

12. **DATE OF NEXT MEETING**

The next scheduled meeting is 9th May, but this will not be able to go ahead if there is an election. It was suggested that the next meeting takes place prior to a potential election (4th May) rather than postpone further. The Parish Office will know whether an election is taking place on the 5th April. Meeting dates will be confirmed once the situation is clear.

Meeting Closed at 8.11pm.