

HENFIELD PARISH COUNCIL - FINANCE RISK & CHANGE GOVERNANCE COMMITTEE

**Meeting of the Finance Risk & Change Governance Committee held on
Tuesday 2nd May 2023 at 7:00pm in the Committee Room at The Henfield Hall.**

Present: Cllrs E Goodyear (Chairman), Jane Jones, Malcolm Eastwood, Russell Shaw, Ann Donoghue

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

MINUTES

1. **DECLARATION OF MEMBERS' INTERESTS**

None.

2. **APOLOGIES**

Cllr Perry.

3. **APPROVAL OF THE MINUTES OF THE MEETING HELD ON 21st MARCH 2023**

Approved, signed and dated by the Chairman.

4. **MATTERS ARISING**

a) Ethical Banking Update.

The application for a Charity Bank account has been completed, only one more signature is required before it is sent off. The Clerk will action the application for Unity Bank now that the first half of the precept has been received. The Clerk will also action transferring £75,000 from the Natwest account to another new notice account with Natwest that pays a higher rate of interest.

b) Youth Co Ordinator Update.

The position has now been advertised on the Sussex Clubs for Young People website and has been shared through the Parish Council's social media channels.

c) Reformatting of the Business Plan Action Plan is ongoing.

d) The new cemetery fees are now on the website.

e) Drainage at the Kings Field was discussed at the Recreation and Open Spaces meeting.

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**

There were none.

6. **MOTION: TO APPROVE EXPENDITURE OF UP TO £700 FOR A GRAFFITI WALL AT THE SKATE PARK**

The Chairman explained that there is a Playgrounds' budget, but that the ROSPA inspection is due in June and there could be significant spend on maintenance or repair. Therefore, this request is to use General Reserves as the Children and Young People Committee don't have a general expenditure budget. The quote is from the Works Officers and they will undertake construction and installation. The cheaper option was selected, to use standard plywood and only install on the central section of the acoustic wall. This was on the basis that it can be upgraded at a later stage if successful. It was also noted that the graffiti wall will increase the effect of the acoustic barrier.

It was **PROPOSED** by Cllr Farrell, **SECONDED** by Cllr Jones and **VOTED ALL IN FAVOUR** to approve the expenditure of up to £700 for a graffiti wall at the skate park.

7. **MOTION: TO APPROVE EXPENDITURE OF UP TO £500 FROM THE COMMUNITY EVENTS RESERVE FOR YOUNG PEOPLE'S EVENTS IN 2023**

This funding is required to support the two further planned events by the Children and Young People Committee, the Skate Jam in July and the Job Fair planned for October. Horsham District Council has offered to assist with the job fair and Henfield Community Partnership have offered support by contacting local businesses that may want to attend.

It was **PROPOSED** by Cllr Farrell, **SECONDED** by Cllr Eastwood and **VOTED ALL IN FAVOUR** To approve expenditure of up to £500 from the Community Events Reserve for young people's events in 2023.

8. **REVIEW THE CRITERIA FOR HENFIELD COMMUNITY AWARDS**

A proposal was circulated prior to the meeting, drawn up by Cllrs Donoghue and Shaw along with a member of the public. This included the suggestion that, rather than having one Citizen of Henfield (which required 100% agreement by Council), a biennial event could be held to recognise, acknowledge and thank up to around 100 individuals nominated by individuals and the various clubs and organisations in the village. It was felt this would bring the community together in a celebration. It was agreed that planning would need to commence in January 2024 to hold an event in June 2024. A working party will need to be formed. Cllr Donoghue and the member of the public have offered to assist. It was all agreed by show of hands to recommend this proposal to Full Council in June.

Action Point: The Clerk to include the Henfield Community Awards as an agenda item for Full Council in June.

9. **THE FINAL INTERNAL AUDIT 2022/23**

This was noted by the Committee. The Clerk invited any questions and was thanked for a job well done as there were no actions or recommendations made by the auditor. The Final Internal Audit will be taken to Full Council for approval.

Action Point: The Clerk to include the Final Internal Audit on the May agenda for Full Council.

10. **FINANCE**

- a) Confirmation of Reconciliation of Bank Accounts (March).
Each signed and dated by two Councillors.
- b) Internal Controls (To Include Audit Check of Expenditure) – March.
Each signed and dated by two Councillors.

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

Cllr Donoghue stated that she has handed back the bank card and reader to the Clerk. She has also informed all of the groups that she was outside body representative for to contact the Parish Office until a replacement is agreed.

The Clerk reported that one application has been received for co-option and two further applications are expected that he is aware of. Full Council will consider a vote to determine which if any of the applications are successful. There are currently two vacancies.

Cllr Shaw commented that whilst understanding why this committee is formed of Chairs of the other standing committees as described in the Standing Orders, he felt that this can occasionally mean that the valuable expertise of other Councillors can't be called upon. He also explained that decisions tend to roll forward from Committee Chairs to Full Council which can leave other Councillors feeling side lined.

The Chairman explained that being a member of this committee (FRC) does carry additional responsibilities as FRC has authority to act for Full Council in urgent matters. Other councillors are welcome to attend these meetings to give advice or for information but would be unable to vote. It was also noted that Vice Chairman of committees can attend this Committee's meetings if the

committee Chair has a good reason not to attend. It was suggested that a suitable way forward may be to encourage some more rotation of Chair and Vice Chair roles as well as suggest that Councillors to ask more questions in Full Council meetings. Cllr Eastwood added that this was the primary reason for adding the Committee Reports as a standing item for Full Council agendas and he encouraged all Committee Chairs to ensure that they do report on some key decisions and actions from meetings so that everyone feels informed.

The Chairman commented that she will be carrying out the performance review for the Clerk shortly, and that the Clerk will be conducting performance reviews for the Parish Administrator, Operations Manager and lead Works Officer. She asked for emails with relevant feedback to be sent to her or the Clerk.

12. **DATE OF NEXT MEETING**

20th June 2023.

Meeting Closed at 7.47pm.