

HENFIELD PARISH COUNCIL - FINANCE RISK & CHANGE GOVERNANCE COMMITTEE

Extraordinary meeting of the Finance Risk & Change Governance Committee held on Tuesday 14th November 2023 at 10:00am in the Parish Office.

Present: Cllr J Jones (Chairman), E Goodyear, G Perry, M Morgan and R Shaw.

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

MINUTES

1. DECLARATION OF MEMBERS' INTERESTS

None.

2. APOLOGIES

Cllr Potts and Cllr Leader.

The Chairman adjourned the meeting.

OPEN FORUM

There were no members of the public present at the meeting.

The Chairman reconvened the meeting.

To resolve, under the Public Bodies (Admissions to Meetings) Act 1960, in accordance with Standing Orders s.1(d) to exclude the press and public on the grounds that the confidential matters to be discussed under the items below would be prejudicial in the public interest.

3. REVIEW THE SALARIES FOR THE PARISH OFFICE STAFF

This took place under closed session.

4. CONSIDER THE 2024/25 BUDGETS, PRECEPT, PROVISIONS & RESERVES

Draft budgets were circulated prior to the meeting. Each committee had discussed their individual budgets at previous meetings. Band D figures have also been announced; there is a slight reduction in tax base for Henfield to 2726.

Finance Risk and Change (FRC)

The 2023/24 pay award for local government has now been announced; it is a flat increase of £1925, pro rata for part time. The draft budget had allowed for a 5% increase for 2024/25 but it was agreed to increase this slightly to 6%. Cllr Shaw offered to check the calculations. Cllr Morgan recommended and it was agreed to increase the Legal and Regulatory Costs budget from £1500 to £3000 due to the impending work that will be needed for the skate park project. Legal costs for the Tanyard Barn project will be reimbursed. The Henfield Hall rent is due to be reviewed in August 2024. It has also been agreed to return to monthly meetings so it was agreed to increase the Hall Bookings budget from £2200 to £2500. It was also agreed to increase the Council Van budget from £2000 to £2200, as the insurance has substantially increased. It was agreed to keep the Members' Allowance budget the same as co-opted Councillors would not be able to claim it.

Recreation and Open Spaces

There were no changes agreed to the draft circulated.

Children and Young People

There were no changes to the draft circulated. There are plans to install some additional play equipment and the Committee are still hoping to lease a High Street premises. The Youth Coordinator costs have been moved to employment costs under FRC.

Village Amenities

It was noted that not all of the budget for hanging baskets, flower beds and verges has been spent this year so it has not been increased. There is an additional budget for Community Payback supplies. There will be a further £5000 added to reserves for Cemetery path repairs.

Museum

There were no changes agreed to the draft circulated.

Income

The income from the Cemetery is expected to increase slightly, so has the environmental cleansing grant. It was noted that the Football Club's licence has expired. Cllr Goodyear is waiting to hear from them with regards to attending a meeting to discuss. It was agreed that the rent needs to be reviewed and increased to reflect ongoing increasing costs. There is the additional issue that it is difficult to understand their aims for fencing an additional area, a 4G pitch, drainage or for a new pavilion. It was noted that it is difficult to predict what may be received in CIL funds. There were no changes made to the projected income circulated in the draft.

Provisions

It is proposed that Provisions are increased this year to £34,000. This will be taken from precept. Following discussion it was agreed to reduce the Safe Routes provision to £500 and to increase the Christmas Lights to £2200. It was agreed to increase the cap for Cemetery Reserves to £40,000 and the cap for Council Van to £20,000. It was agreed to remove mention of the Summer Fayre under Community Events. Cllr Shaw explained that the planned Community Awards event in May 2024 is likely to cost in the region of £5000. It was agreed to add an additional £2000 to the Provisions for Community Events and to raise the cap to £7000.

Action Point: The Clerk to amend and recalculate all of the figures to reflect the changes agreed.

There will need to be a final recommendation from this Committee in December to Full Council in January. Cllr Goodyear commented that she would like to share the new draft with Full Council in December so that there is time to discuss any potential amendments at the next meeting of this Committee.

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

None.

6. **DATE OF NEXT MEETING**

12th December 2023.

Meeting Closed at 11.41am