

HENFIELD PARISH COUNCIL TERMS OF REFERENCE

Finance, Risk & Change Governance Committee

To oversee on behalf of the Council:

A) Financial Business

- i. To implement monthly bank reconciliations and the monthly internal audit checks as agreed at the Parish Council meeting.
- ii. The making of appropriate recommendations in respect of spend from the Council's revenue and capital funds.
- iii. To receive the budget recommendations of committees and recommend to the Council the precept for the next financial year.
- iv. To review regular budget reports.
- v. To manage the administration and availability of Section 106 / CIL Funds and to respond on behalf of Council to non-Council applications for S106 funding.
- vi. To approve additions/ deletions to the Parish Council Banking mandate.

B) Legal and Regulatory Issues.

- i. To ensure compliance with all relevant legislation and NALC guidelines in regard to the undertakings of the Council.
- ii. Management of the Council's Risk Register and the identification and mitigation of risk.
- iii. Carry out an annual compliance audit (February) – to include but not exclusively Risk Registers, Website Accessibility, GDPR, Internal Audit recommendations.
- iv. The making of recommendations to Full Council in respect of any legal agreement that Council might enter into.
- v. To undertake a review of Licences/Leases relating to the Football Club, Leisure Centre, Tennis Club and Cricket Club etc

C) Personnel Policies and Practice

- i. Recruitment & selection policy
- ii. Performance management
- iii. Training & development policy
- iv. Pay and remuneration policy
- v. Disciplinary policy
- vi. Absence from Work policy
- vii. Equality & Diversity policy
- viii. Overview of personnel policy
- ix. Grievance policy
- x. Dignity at work policy
- xi. GDPR staff privacy statement

Twice yearly review meetings (November/May) as part of FRC and the appointment of working groups as required.

D) Parish Council Operations

The making of recommendations to Full Council in respect of:

- i. The appointment to and Constitution of Committees
- ii. Standing Orders and the functions of Committees and Sub Committees:
- iii. Reviews of Council documents
- iv. Dealing with matters specifically referred by the Council or any committee and with all urgent matters not specifically referred to or delegated to any other committee
- v. To manage the provision of training of Councillors.
- vi. To undertake any projects relevant to its purpose

(Amended – July 2025)

AMENITIES AND OPEN SPACES COMMITTEE

Management of amenities not dealt with by other Committees to include but not limited to-

A) Dealing with the provision, maintenance and management of:

- i. Public seats
- ii. Flower tubs, hanging baskets and flower beds, to include those in Coopers Way, Bishop Lane, Wantley (including the grass areas surrounding the beds), the well and other beds in the Library Car Park and the Wantley roundabout
- iii. Bike racks/shelters
- iv. Public toilets and bus shelter(s) and public notice boards
- v. Christmas lights
- vi. Dog bins
- vii. contract, agreements and licences relating to the above

B) To continue the policy of maintaining local street lighting, including the policy of upgrading lighting

C) To employ personnel to deal with litter picking throughout the Village as necessary

D) Dealing with transport related issues including Speed Watch

E) Dealing with the provision, maintenance and management of the Cemetery and to comply with the Burial Act, to include the maintaining of proper books and records in connection with burials

F) To oversee the organisation of the Remembrance events in Henfield

G) Management of open spaces/ facilities, Playing Fields and grassed areas, to include the Kings Field, Sports Centre Field, Rothery Field, Memorial Field, including any Parish Council buildings thereon

H) To manage, develop and promote the countryside, footpaths and bridleways in and around the Village

i. Verge Management including Community Road Verges

ii. Trees and hedges – in consultation with interested parties and relevant Village organisations

iii. Management of non playing field open spaces - Sand Pit Field, Pinchnose Green, Borrer Bank and Rothery Bank Following HPC agreed Verge Management Plan

iv. The Leisure Centre Car Park, Link Road and matters relating to the Leisure Centre

v. To undertake any project relevant to its purpose

vi. To receive and research any suggestions for development

vii. To make appropriate recommendations in respect of any suggestions and project, where appropriate including them on the Infrastructure Development Plan and considering funding options

viii. To consider and recommend to the Finance Risk & Change Governance Committee the precept for the next financial year

(Amended - July 2025)

Plans Advisory Committee

A) The making of representations to the local planning authority on applications for planning permission notified in accordance with the Local Government Act 1972 Section 20 Schedule 16.

B) The making of representations in respect of appeals against the refusal of planning permission.

C) The making of recommendations regarding street naming.

D) To consider and monitor the draft Local Plan and other development plans and the making of all appropriate representations.

E) The making of representations on all applications relating to liquor licensing, subject to approval by Council.

F) The making of representations on all applications for Public Entertainment's Licences.

G) The making of representations to the appropriate planning authority in respect of other planning matters, not otherwise referred to in the previous clauses.

H) The making of representations on all applications relating to pharmacies, subject to approval by Council.

- I) To consider and monitor the relevant Local Plans and other plans, for example Neighbourhood Plans, and to make appropriate representations.
- J) Consultants to be appointed as necessary to support the work of the Planning Advisory Committee.
- K) Joint Committees to be arranged where there are cross-cutting issues with other Henfield Parish Council Committees.
- L) The making of representations relating to community buildings, in connection with the Infrastructure Delivery Plan and report back to the Finance, Risk and Change Governance Committee.

(Amended September 2018)

Museum Committee

- A) Dealing with the provision, promotion, maintenance and management of the Council's Museum and its contents including the maintenance of proper books in accordance with the rules and regulations laid down by the Arts Council.
- B) To consider and recommend to the Finance & General Purposes Committee the precept for the next financial year.
- C) To liaise with the Friends of the Museum and other appropriate organisations on matters of common interest, including the vision and future sustainability of the Museum.

(Amended and approved September 2018)

Children and Young People Committee

The purpose of this Committee is to support the children and young people of Henfield from birth to adulthood and to encourage them to be healthy, safe and active participants in their community.

- A) To promote an environment where children feel safe and engaged, liaising with appropriate organisations on matters of common interest.
- B) Promote initiatives regarding children's health and wellbeing.
- C) To seek to identify gaps in provision and to research potential development opportunities, identifying funding opportunities and facilitating consultation with outside organisations.
- D) To support access to local businesses, youth club and voluntary organisations in order for young people to develop valuable skills and experience.
- E) The making of appropriate recommendations to ensure children and young people

have a voice and that their views are represented.

F) To reach out to young people for their opinions and views in a format and language they associate with, encouraging active participation in relevant decision making.

G) To research ways to reduce young people's isolation and improve access to local transport.

H) To make appropriate recommendations in respect of any suggestions and projects, where appropriate including them on the Infrastructure Development Plan and considering funding options.

I) To investigate the possibility of having a Young Peoples forum, to also link with the Horsham District Council Young Peoples forum and other relevant services provided by WSCC.

J) Management of the children's play areas and skate park

K) To undertake any other projects and events relevant to its purpose

(Amended - July 2025)

Local Government Reorganisation Committee

In the light of proposals for a devolved Mayoral Combined County Authority (MCCA), in the area currently referred to as Sussex & Brighton and of proposals for Local Government Reorganisation (LGR), as a result of which HDC would cease to function from April 2028, and having in mind the effective delivery of services to the communities of Henfield and the surrounding area, and in particular the functions of Henfield Parish Council:

A) Identify the challenges and opportunities presented:

- i. by researching and keeping abreast of communications from relevant bodies
- ii. in collaboration with neighbouring parishes and other stakeholders

B) In the light of HDC's proposed Community Governance Review (Dec 25 – Jan 26), consider which functions/assets HPC would wish to acquire from HDC, taking account of maintenance costs and funding arrangements by:

- iii. identifying the relevant functions and assets
- iv. obtaining estimated maintenance costs and likely funding arrangements and/or revenue opportunities
- v. through discussions with HDC, neighbouring parishes, other potential stakeholders

- C)** To make recommendations to Finance Risk and Change Committee (FRC) or to full Council, as appropriate, as to formal agreements and contracts with regard to HPC acquiring assets currently owned by HDC.

(Approved November 2025)