

HENFIELD PARISH COUNCIL - FINANCE RISK & CHANGE GOVERNANCE COMMITTEE

**Meeting of the Finance Risk & Change Governance Committee held on
Wednesday 17th April 2024 at 10:30am in the Committee Room at The Henfield Hall.**

Present: Cllr J Jones (Chairman), E Goodyear, M Morgan, J Potts and S Leader.

In attendance: Mr K Wright (Clerk), Mrs R Grantham (Operations Manager- OM), Cllr May and Cllr Willard.

MINUTES

1. **DECLARATION OF MEMBERS' INTERESTS**

None.

2. **APOLOGIES**

Cllr Shaw and Cllr Perry.

3. **APPROVAL OF THE MINUTES OF THE MEETING HELD ON 20th MARCH 2024**

Approved, signed and dated by the Chairman.

4. **MATTERS ARISING**

a) Cemetery Lighting - Update.

The supplier has agreed to replace all twelve drivers for the lights; a quotation for installation is still outstanding. The supplier has also offered to replace bollards if any of the new drivers fail.

b) Henfield's "Big Thank You" – Update.

Cllr Goodyear explained that the original plan to hold an event is now considered unworkable, because thanking all the volunteers in the village would become too costly and it would be difficult to single out a few. The Working Group will meet again to discuss a potential alternative. Any suggestions would be welcome.

c) Skills Matrix – Update.

The amended version has now been circulated to all Councillors.

Cllr Leader joined the meeting at 10.35am.

d) 80th D-Day Anniversary.

There will be a two minutes' silence at the War Memorial with a bugler and wreath laying at 11am. The Pastor of the Free Church will also say a short prayer. At 8.45pm at the War Memorial there will be a short citation and torch lit procession to the Rothery Field, where there will be a proclamation and the beacon will be lit. Marshals will be needed. The event will be promoted in the June edition of the BN5 magazine and on social media.

e) Storage For Works Officers.

The Works Officers are now using the additional container. Cllr Morgan has identified three potential areas of Parish Council land near the Leisure Centre which might be suitable for the construction of a more permanent building as a long-term solution. Two are near the swale and one is an unused section of the main car park. Planning permission would be required. The cost is likely to be around £40,000. The Committee agreed to all visit the site in order to consider which area might be most suitable.

The Chairman adjourned the meeting.

OPEN FORUM

Cllr May asked whether item six would be taken to Full Council for approval. It was explained that as it relates to guidance notes it would not, but that once reviewed the Infrastructure Delivery Plan (IDP) itself would be taken to Full Council for approval.

The Chairman reconvened the meeting.

5. **CHAIRMAN'S ANNOUNCEMENTS**

a) Update On The Tanyard Barn Development.

Cllr Potts explained that the application is not yet scheduled to be heard by the Planning Committee at Horsham District Council (HDC), as some issues relating to access have been raised with the legal and property departments. It is believed that as it currently stands, the access to the Tanyard granted by two properties in Chestnut End allows for mowing and maintenance only. Pedestrian access is not an issue.

6. **REVIEW AND APPROVE AN AMENDMENT TO THE INFRASTRUCTURE DELIVERY PLAN GUIDANCE NOTES**

Cllr Goodyear explained that within the current guidance notes, the Parish Council contribution of 10% is capped at £15,000. However given the number of projects that are likely to expect a contribution in the short term, this would expose the Council to a large unaffordable sum. It was felt that it would be better to lower the cap to £10,000 so that more projects can be funded. This could be reviewed again in future, particularly if CIL contributions start to increase as developments move forward.

It was **PROPOSED** by Cllr Goodyear, **SECONDED** by Cllr Potts and **VOTED ALL IN FAVOUR** to update the guidance notes to reflect that the cap on the Parish Council contribution to projects on the IDP will be £10,000.

7. **REVIEW THE PARISH COUNCIL STANDING ORDERS**

These documents are to be reviewed as they are due for approval at the AGM in May. Cllr Goodyear asked that Covid measures be removed from section 3a. The OM suggested that Councillors other than the Chair and Vice Chair might be appointed to attend a committee meeting that they are not a member of, in order to avoid meetings having to be cancelled if they are not quorate. There would need to be a clear process for how and who to appoint. Cllr Goodyear commented that she believes that there is already a provision for this already but will check. She and the Clerk will liaise and circulate an amended draft before the AGM in May. Cllr Leader asked whether postal votes for co-options might be permitted. The Clerk responded that voting must take place in person and added that any of the Standing Order items in bold cannot be amended as they are a statutory requirement.

Action Point: The Clerk and Cllr Goodyear to liaise then circulate amended draft Standing Orders.

8. **REVIEW THE PARISH COUNCIL FINANCIAL REGULATIONS**

Cllr Goodyear asked that item 6.7 be amended to update the committee structure to add the Children and Young People Committee and mention of the relevant reserves.

Action Point: The Clerk to amend the Financial Regulations as per above and recirculate prior to the AGM.

9. **THE FINAL INTERNAL AUDIT 2023/24**

The Chairman congratulated the Clerk on another successful internal audit, where no issues were raised. The Clerk added that he now has the Annual Governance and Accounting Statements so can progress to the External Audit. The Final Internal Audit documents will be taken to full Council for approval at the AGM in May. The Clerk also mentioned that there is likely to be a different auditor from Mulberry & Co conducting the next internal audit, due in November.

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).

This will be deferred to the next meeting as the paperwork is currently with a Councillor for auditing.

The Clerk commented that the value of the Kings Field Trust portfolio has increased this year from £84,877 to £93,299.

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

Cllr Morgan advised that the licence with WSCC on the field behind Wantley Hill Estate has now expired and WSCC are asking whether Council would like to renew it. It is mainly used by dog walkers and there is a public right of way running through it. The cost is likely to be in the region of £120 p/a. The Committee raised no concerns and would not object to the licence being renewed at a similar cost. It was agreed to leave the decision to the Recreation and Open Spaces Committee (ROS).

Cllr Goodyear raised that the Children and Young People Committee (CYP) have reconsidered how to fund the Skate Park improvements, as varying the S106 agreement with Barratts is likely to cost in the region of £6000 in legal fees. It has therefore been proposed that the cost is spread across other Parish Council budgets, including the Playing Fields Reserve, which is managed by ROS and will need their agreement. This alternative would mean that the entire unused portion of S106 allocated to pitch improvements could be used by ROS for drainage to the Kings Field. CYP have also considered how to fund the new roundabout for the Kings Field play area. It has been suggested that some CIL funding is used; a motion will be brought back to this Committee to consider at the next meeting, as the S106 contribution has not yet been confirmed with HDC.

Action Point: ROS to consider the contribution from Playing Fields Reserves to Skate Park improvements at their next meeting.

Action Point: The Clerk to include a motion to approve a CIL contribution towards the cost of the roundabout at the next meeting of this Committee.

It was confirmed that the Committee is in agreement with funding the bus trips needed to transport Henfield Football Club to their cup final match, from the remaining grant made to Community Transport.

12. **DATE OF NEXT MEETING**

15th May 2024. The Chairman and Cllr Goodyear gave their apologies.

Meeting Closed at 11.26am.