

HENFIELD PARISH COUNCIL - FINANCE RISK & CHANGE GOVERNANCE COMMITTEE

**Meeting of the Finance Risk & Change Governance Committee held on
Wednesday 15th May 2024 at 10:30am in the Committee Room at The Henfield Hall.**

Present: Cllrs R Shaw (Chairman), M Morgan, S Leader, and G Perry.

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

MINUTES

1. **APPOINTMENT OF CHAIRMAN FOR THE FORTHCOMING YEAR**

The Clerk explained that, under Standing Order 4 (f), the elected Vice Chairman of Council is to be Chairman of this committee. The Clerk announced Cllr Jones as Chairman for the forthcoming year.

2. **APPOINTMENT OF VICE CHAIRMAN FOR THE FORTHCOMING YEAR**

It was **PROPOSED** by Cllr Morgan, **SECONDED** by Cllr Leader and **VOTED ALL IN FAVOUR** to elect Cllr Shaw as Vice Chairman for the forthcoming year. The Committee noted that Cllr Shaw may not be re-elected as Chairman of the Plans Advisory Committee at their next meeting, if this is the case a new Vice Chairman will be needed.

3. **DECLARATION OF MEMBERS' INTERESTS**

None.

4. **APOLOGIES**

Cllr Jones and Cllr Goodyear.

5. **APPROVAL OF THE MINUTES OF THE MEETING HELD ON 17th APRIL 2024**

Approved, signed and dated by the Chairman.

6. **MATTERS ARISING**

a) Cemetery Lighting - Update.

The supplier had requested further information which was supplied last week. A quotation for the installation of the drivers is expected soon. The supplier has confirmed that if the drivers fail the entire bollards will be replaced.

b) Skills Matrix – Update.

The OM has collated the information which was shared with Councillors. It was agreed that it is a useful reference document which highlights where there may be a lack of experience and further training needed, such as in media training. It was agreed no further action is needed.

c) 80th D-Day Anniversary.

Marshalls will be arranged for the informal event. It has been advertised in the BN5 and Parish Magazines and the OM will promote on social media.

d) Infrastructure Delivery Plan (IDP)– Update.

All organisations that currently have a project on the IDP have been written to, asking them to reapply using an application form. The deadline given was the 31st May. One application has been received so far from Church House and it has been advised that the application from the Henfield Hall might be delayed. Applications received by the deadline can be considered at the June meeting of this committee. Any further applications could be considered at the next IDP review. The OM asked whether it might be useful to have a page on the Parish Council website that explains the process for organisations interested in applying for Community Infrastructure Levy (CIL) funding and an example from another Parish Council was shown to the Committee. It was agreed that this would be useful, however not to include the IDP project list at this stage. It was noted that the amount of CIL held in reserve is already available on the website on the monthly budget reports.

Action Point: The OM to produce a draft of a CIL information web page for the next meeting of this committee.

The Chairman asked the committee to consider disbanding the working group for the recognition event. He explained that there are concerns that the proposed event may have been counterproductive as more people would be excluded than included. It is proposed to try again next year with an alternative format. **It was all agreed to disband the working group.**

The Chairman adjourned the meeting.

OPEN FORUM

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

The Chairman reconvened the meeting.

7. CHAIRMAN'S ANNOUNCEMENTS

None.

8. MOTION: TO CONSIDER A PAYMENT OF £4,149.86 FROM THE COMMUNITY INFRASTRUCTURE LEVY RESERVE TOWARDS THE INCLUSIVE ROUNDABOUT AT THE KINGSFIELD

The Clerk explained that £3,149 has been applied for in S106 funding, the Children and Young People Committee (CYP) are using £4,000 from the Recreational Equipment budget and £3,000 from the Recreational Equipment reserve, leaving a shortfall for the project of £4,149.86. The committee expressed support for the project as well as ongoing plans to also improve the other play areas with more accessible equipment. It was **PROPOSED** by the Chairman, **SECONDED** by Cllr Morgan and **VOTED ALL IN FAVOUR** to approve a payment of £4,149.86 from CIL towards the inclusive roundabout at the Kings Field.

9. MOTION: TO CONSIDER A PAYMENT OF £10,000 FROM THE COMMUNITY BUILDINGS & INFRASTRUCTURE RESERVE & £10,000 FROM THE COMMUNITY INFRASTRUCTURE LEVY RESERVE TOWARDS THE SKATE PARK RENOVATION

The Clerk explained that there is no final quote yet as a design has not been chosen, but indicative costs were in the region of £50,000. It is intended to also use £15,000 from the Kings Field Trust and £15,000 from Playing Fields reserve. It was noted that once the skate park and roundabout projects are completed there will likely be around £14,000 remaining in CIL reserves. Cllr Leader confirmed that CYP have agreed to set up a working group to include users in order to finalise a design which will include some new features as well as repairs to the current concrete surface. The Chairman reminded CYP to consider any potential noise issues and to ensure that the acoustic wall offers sufficient protection for Deer Park residents. Cllr Morgan advised contacting the Planning Department at Horsham District Council at an early stage.

It was **PROPOSED** by Cllr Morgan, **SECONDED** by Cllr Perry and **VOTED ALL IN FAVOUR** to approve payment of £10,000 from the Community Buildings Reserve and £10,000 from CIL reserve towards the skate park renovation.

10. REVIEW THE DRAFT GREENSPACE STRATEGY 2024-29 PUT FORWARD BY HORSHAM DISTRICT COUNCIL

Cllr Perry reported that there are four questions to answer regarding this draft strategy. Each committee had been asked to look at in detail. She highlighted discussion from the Recreation and Opens Spaces Committee (ROS) mentioning that they had felt it was a relevant and ambitious vision statement which did encompass the key issues. She added that there has been no mention of including a Tanyard management plan, or mention of the Henfield Conservation Volunteers. It was agreed both should be included. There was nothing further to add from the Committee.

Action Point: Cllr Perry to draft a response to the draft strategy for consideration by Full Council at their June meeting.

11. FINANCE

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

The Clerk added that he has submitted the External Audit report and additional questions required as the Council has annual income above £200,000. A response will be expected later in the year.

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

The football club has requested to close the main leisure centre car park on Friday and Saturday evening in advance of the football tournament at the weekend. This is not normally closed due to difficulties experienced by leisure centre staff when asking people to leave. The football club will replace the rusted padlock. It was noted there is no ability to close the Link Road car park. This was all agreed by show of hands. Cllr Leader added that the CYP committee were disappointed that the football club refused to allow vehicle access to the Kings Field on the day of the Scooter Jam, particularly as the field is owned by the Parish Council and a member of staff was present.

Cllr Morgan asked that consideration is given to replacing him as Parade Marshall at future Remembrance events. A member of the public was suggested whom Cllr Morgan will contact. If this is not successful this position could be advertised.

13. **DATE OF NEXT MEETING**

19th June 2024.

Meeting Closed at 11.34am.