



HENFIELD PARISH COUNCIL
FINANCE RISK & CHANGE GOVERNANCE COMMITTEE

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

Present: Cllrs J Jones (Chairman), E Goodyear, M Morgan, G Perry and S Leader.

In attendance: Mr K Wright (Clerk), Mrs R Grantham (Operations Manager- OM), Cllr A May, Cllr A Willard and one member of the public.

MINUTES

1. DECLARATION OF MEMBERS' INTERESTS

None.

2. APOLOGIES

None.

3. APPROVAL OF THE MINUTES OF THE MEETING HELD ON 19th JUNE 2024

Approved. Signed and dated by the Chairman.

4. MATTERS ARISING

a) Cemetery Lighting - Update.

The Parish Council have been asked to deal directly with the installers. Once the pro forma invoice is received, Cllr Morgan and the Clerk will respond to check details for the warranty.

b) The Financial Services Compensation Scheme (FSCS).

The Clerk explained that once a local authority budget exceeds 500,000 Euros, there is no protection offered under the FSCS. He has taken advice from the auditor, who has stated that there is nothing that can be done to mitigate this, other than to spread assets among several bank accounts. The Parish Council already has five bank accounts so there is no further action to take.

c) Evaluation of the Infrastructure Delivery Plan

It was agreed that, as there is currently very little Community Infrastructure Levy (CIL) funding available, there is no immediate need to evaluate the projects.

Action Point: Cllr Perry to ask at Horsham District Council (HDC) whether they can advise the Parish Council on any developer progress in order to inform future planning for projects needing CIL funding.

The Chairman adjourned the meeting.

OPEN FORUM

The member of the public submitted a proposal for funding for a proposed Summer Fair in July 2025. This was circulated prior to the meeting. She highlighted that the organising group are requesting a donation of £3,362.40 towards set-up costs and that the group would be following the model and work stream used for the previous fairs, as supplied by the Parish Council. The group have made assumptions that there will be an increase of 20% on previous costs and indicated that some of the entertainments selected require advance payment or deposits. It was pointed out again by Cllrs that previous fairs have been self-funding, and that the only costs paid in the previous year (December) to the fair being held in 2017 was £450, after that no payments were needed until June 2017. The payment of £2,400 made to Henfield Community Partnership for the 2019 event was money transferred from a reserve held by the Parish Council from proceeds of previous events. This money was returned to the Parish Council after the event, minus a small shortfall. The group was advised to speak with Henfield Community Partnership (HCP) to ask for their assistance in setting up a sub-group under their umbrella, with a constitution and terms of reference, as it would not be appropriate

for public money to be handed over to private individuals. It was also felt that HCP might allow the organising group to use their bank account and could also advise on sponsorship, advertising, grants and insurance. The group were advised to obtain HDC's permission to hold the event and negotiate with them regarding grass cutting schedules and costs. Councillors requested more detailed current costs, to include information on the actual amounts of deposits required with dates. It was all agreed that, once the advised steps have been taken, the committee would consider making an initial refundable contribution with an upper limit of £500. The OM advised that the group consider the potential requirements to comply with Martyn's Law in relation to anti-terrorism.

The member of the public left the meeting at 11.04am.

The Chairman reconvened the meeting.

5. **CHAIRMAN'S ANNOUNCEMENTS**

None.

6. **CONSIDER THE LOCAL GOVERNMENT PENSION SCHEME (LGPS) DISCRETIONS POLICY**

A draft, prepared by Cllr Shaw, was circulated prior to the meeting. This draft had also been sent to the LGPS who, although not able to advise, were happy to accept the response. It was all agreed to recommend the Discretions Policy to Full Council in September.

7. **CONSIDER PARISH COUNCIL SUPPORT FOR THE PROPOSED SUMMER FAIR INCLUDING AN INITIAL BUDGET OF FUNDS FROM RESERVES**

This item was discussed under Open Forum.

8. **MOTION: TO APPROVE THE COMMUNITY ENGAGEMENT & COMMUNICATIONS STRATEGY**

A draft was circulated prior to the meeting.

It was PROPOSED by the Chairman, SECONDED by Cllr Morgan and VOTED ALL IN FAVOUR To approve the Community Engagement and Communications Strategy.

9. **MOTION: TO APPROVE THE FREEDOM OF INFORMATION PUBLICATION SCHEME**

A draft based on the Information Commissioner's Office model was circulated prior to the meeting.

It was PROPOSED by the Chairman, SECONDED by Cllr Perry and VOTED ALL IN FAVOUR to approve the Freedom of Information publication scheme.

Action Point: The OM to add to the website.

Cllrs May and Willard left the meeting at 11.11am.

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.

10. **CONSIDER THE ONGOING REQUIREMENT FOR A CLEANER AT THE ROTHERY FIELD**

This item was discussed under closed session.

Cllr May rejoined the meeting at 11.19am.

11. **DISCUSS THE POSSIBILITY OF A VIEWING PLATFORM AT THE ROTHERY FIELD BEHIND THE BEACON**

Photographs were circulated prior to the meeting, of some dead elm trees that are obscuring the view across the Downs behind the Beacon on the Rothery Field. These trees have been confirmed as dead by the tree warden. It was generally agreed that Henfield's unique location should be celebrated and that in particular a noticeboard with map would be useful to point out what can be seen. It was noted that there are also similar views from the bench located further along the footpath and that undergrowth would need to be kept clear to maintain the views. It was all agreed for the Recreation and Open Spaces Committee to pursue this further as part of the signage project.

12. **CONSIDER THE NEXT STEP IN THE HENFIELD TRAILS PROJECT**

HCP have requested that the Parish Council take on the Hidden Henfield website in terms of cost and potential management. The website contains information on the trails, which all felt are valuable

to the village. It was suggested that, as the Hidden Henfield and Parish Council website have the same content management system, it might be possible to transfer the trails data to the Parish Council website. However, it was all agreed that the Parish Council would not take on the cost, updates or maintenance of the Hidden Henfield website. With regards to the trails, it was felt that the project should be completed and that former members of the Safe Routes working group might be interested in taking on the work needed.

Action Point: Cllr Perry to compile a list of the tasks involved in completing the trails project.

13. **FINANCE**

- a) Confirmation of Reconciliation of Bank Accounts (June).
Each signed and dated by two Councillors.

- b) Internal Controls (To Include Audit Check of Expenditure) – June.
Signed and dated by two Councillors.

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

Cllr Perry raised that there is unspent S106 funding allocated to recycling services. Salvation Army shoe collection was suggested as a possibility. It was agreed that Cllr Perry would discuss further with the OM. Councillors were reminded about the training session with Trevor Leggo on Tuesday 13th August. Cllr Goodyear advised that the training will be recorded on Zoom for those unable to attend.

15. **DATE OF NEXT MEETING**

18th September 2024.

Meeting Closed at 11.46am.