

## **HENFIELD PARISH COUNCIL - FINANCE RISK & CHANGE GOVERNANCE COMMITTEE**

Meeting of the **Finance Risk & Change Governance Committee** held on  
**Tuesday 12<sup>th</sup> September 2023 at 7:00pm** in the Committee Room at The Henfield Hall.

**Present:** Cllrs J Jones (Chairman), N Farrell, M Morgan and R Shaw.

**In attendance:** Mr K Wright (Clerk), Mrs B Samrah (Parish Administrator - PA)

### **MINUTES**

#### **1. DECLARATION OF MEMBERS' INTERESTS**

There were none.

#### **2. APOLOGIES**

Were received from Cllrs Goodyear, Perry and Potts.

#### **3. APPROVAL OF THE MINUTES OF THE MEETING HELD ON 25<sup>th</sup> JULY 2023**

These were approved and signed and dated by the Chairman.

#### **4. MATTERS ARISING**

- a) Skate Park Funding Update – Cllr Farrell confirmed that a final decision had yet to be made at Children and Young Peoples (CYP) Committee, as the councillors had not had a chance to view all the documents. She said it was likely that obtaining quotes from manufacturers would cost around £750 each, although it was thought that this might be reduced if they did not have to create the design. It was hoped that three designs could be created and that young people would be asked for their preferences within the next month or so. Cllr Morgan said that Cllr Potts had spoken with HDC about the paperwork required to acquire the S106 funding from the Barratt development, whilst showing that no further money would be needed for playground facilities nor playing fields elsewhere in the village at the moment. Cllr Morgan said that Mr Hawker had not yet responded but that he knew that Cllr Potts had spoken with him. Cllr Morgan also said that once a design had been chosen, Cllr Potts should check with HDC about whether planning permission was needed and confirmed that three quotes would be required. Cllr Farrell said that the likely cost was £45,000.
- b) Community Awards Update – Cllr Shaw confirmed that he had been in contact with the three residents who had agreed to assist and a meeting was pending.
- c) Budget Training Sessions – The Chairman thanked the Clerk for these training sessions and said they had been very useful.

*The Chairman adjourned the meeting.*

#### **OPEN FORUM**

There were no members of the public present.

*The Chairman reconvened the meeting.*

#### **5. CHAIRMAN'S ANNOUNCEMENTS**

The Chairman said that she would like to submit the plan that Village Amenities Committee (VAC) had prepared for the Village Square, including the purchase and installation of a commemorative bench for the late Queen. A map of the area and a draft design of the bench was shown. It was agreed that the documents would be circulated to all Councillors for final decision at the next Parish Council Meeting. The Clerk suggested that the cost could be taken from General Reserves.

**ACTION POINT:** The Clerk would circulate details to Full Council with the next Agenda.

6. **TO CONSIDER A REQUEST FROM A RESIDENT TO PURCHASE LAND AT THE SOUTH OF THE LEISURE CENTRE CAR PARK AT THE REAR OF 8 & 9 KINGS FIELD**

Cllr Morgan confirmed that the area of land was part of the sports field, not part of charity land and was not used for parking. He said that it would need to be valued and then the residents could decide if they wanted to pursue the matter; at that stage, they and the Parish Council would need to instruct solicitors to deal with the sale. All agreed that there should be no cost to the Parish Council, therefore the residents would be expected to pay all costs.

It was **PROPOSED BY** Cllr Morgan **SECONDED BY** the Chairman and **AGREED BY** all that the residents could be offered the land on the basis that they would bear all costs; valuation, legal costs for both parties and the cost of the land.

**ACTION POINT:** Cllr Morgan agreed to prepare a letter to send to the resident.

7. **TO DISCUSS REPLACEMENT LIGHTING ON THE NORTHWEST EDGE OF THE CEMETERY. CONSIDER WRITING TO THE ORIGINAL MANUFACTURER OF THE LIGHTS TO ASK FOR A REFUND OF THE COST OF THE LIGHTING, AS THEY HAVE PROVED TO BE NOT FIT FOR PURPOSE**

The Chairman confirmed that the original costs were nearly £17,000 when the lights were installed in 2019. Cllr Morgan said that the manufacturers' website said that their products had a five year guarantee and he felt that they should be requested to replace all lights under that guarantee. The Chairman said that she felt that the lights were not fit for purpose. It was agreed that Cllr Morgan would draft a letter to the manufacturers, to indicate that if they were not prepared to replace the lights then HPC would consider taking legal action.

**ACTION POINT:** Cllr Morgan agreed to prepare a letter to send to the manufacturer.

The Clerk said that a light bollard at the Youth Club had been damaged and that the repair would be carried out and the resident who caused the damage would repay the cost.

8. **REVIEW THE CURRENT VERSION OF THE INFRASTRUCTURE DELIVERY PLAN**

The Chairman asked for this to be deferred to the next meeting, when all would have had a chance to view the document.

9. **TO CONSIDER THE USE OF RESERVES FOR THE CHILDREN & YOUNG PEOPLE COMMITTEE**

Cllr Farrell explained that the Youth Club had asked CYP Committee for financial support. CYP were in favour of paying the first year's salary (£6,000) for a part time Youth Worker and £2,000 for buildings' maintenance. Cllr Farrell also said that the successful candidate would be responsible for finding funding for subsequent years' salaries. It was felt that the Youth Club were sensible to consider succession planning. Cllr Morgan confirmed that when WSCC had stopped funding the Youth Club, HPC had set aside money to help. Cllr Shaw said that he felt that the Trustees of the Youth Club should be involved in sourcing grants. The Clerk confirmed that there was £11,000 in reserves.

It was **PROPOSED BY** the Chairman **SECONDED BY** Cllr Shaw and **AGREED BY** all to repurpose £8,000 from the premises lease budget in CYP, to assist the Youth Club.

The Clerk agreed to write to the Youth Club.

**ACTION POINT:** The Clerk agreed to write to the Youth Club and confirm the financial assistance.

10. **CONSIDER THE ALLOCATION OF COST FOR THE ELECTRICITY SUPPLY IN COOPERS WAY CAR PARK**

The Clerk confirmed that at the Rothery Pavilion the Parish Council paid the standing charges for water and electricity and the Football Club paid for the electricity and water used, and he wondered whether this split should be adopted for the Coopers Way Car Park electricity supply with Henfield Community Partnership (HCP). HCP are currently the sole users of the electricity supply and they charge stall holders at the Artisan Market for using electricity. The likely standing charge is £18-20 per month.

It was **PROPOSED BY** the Chairman **SECONDED BY** Cllr Morgan and **AGREED BY** three with one abstention to pay the standing charge for the electricity for the next two years and ask HCP to pay for the electricity used.

**ACTION POINT:** The Clerk agreed to write to Henfield Community Partnership and confirm that HPC would pay the standing charge and would invoice HCP for the electricity used.

11. **TO DETERMINE WHICH COMMITTEE SHOULD TAKE RESPONSIBILITY FOR THE TANYARD BARN RENOVATION PROJECT**

Cllr Morgan commented that the architect working on this project should write to HDC as the owner of the land, and asked that the Clerk write to confirm the position.

Cllr Morgan also said that if Planning Permission was granted, it was hoped that HDC would grant a lease to HPC and HPC would then grant an underlease to the Shedders. The Chairman confirmed that the Works Officers would have storage space there. Cllr Shaw felt that the project should be overseen by FRC Committee and this was agreed by all.

12. **FINANCE**

- a) Confirmation of Reconciliation of Bank Accounts – (July & August)  
Each signed and dated by two Councillors.
- b) Internal Controls (To Include Audit Check of Expenditure) – July & August  
Each signed and dated by two Councillors.
- c) Approve the Parish Council Annual Insurance Renewal Premium for 2023-24 of £3,100.12. –  
The Clerk confirmed this was 6.1 % increase on last year but that the indemnity insurance had increased from £400,000 to £500,000 and that cover for the sit-on mower had been added. Cllr Shaw asked whether cyber risk was included and the Clerk agreed to enquire.

It was **PROPOSED BY** the Chairman **SECONDED BY** Cllr Farrell and **AGREED BY** all to pay £3,100.12 for the Annual Insurance Renewal.

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

There were none.

14. **DATE OF NEXT MEETING** – 31<sup>st</sup> October 2023.

The meeting closed at 8.15pm