



# BEECHWOOD HALL & RURAL PARK

**Hamsey Parish Council as Sole Trustee of Beechwood Hall and Rural Park**

**Minutes of the Sole Trustees meeting – Thursday 8<sup>th</sup> February 2024**

## **Attendance**

Cllr d'Arienzo (Td'A), Cllr Henry (CH), Cllr Osbourne (NO), Cllr Cadwallader (MW), Cllr Sanders (AS) Kelly Penfold, Hall Manager (KP), Rachel Clifford, Financial Services Provider (RC), Marie Owen, Parish Clerk/RFO (MO) Notes. Natalie Kinch, Inclusion Officer (NK).

## **1. Welcome & Apologies**

Cllr Henry welcomed everyone and the following had given their apologies:-

Cllr McBrown.

## **2. Minutes**

The minutes from the previous meeting on June 2023 were agreed and signed.

## **3. Matters from previous meeting**

It was agreed that there were no matters arising or outstanding actions.

## **4. Finance**

CH thanked RC for her comprehensive financial reports provided for the meeting.

a) The income and expenditure from 2023/2024 to date were reviewed and the hall has a loss of approx. £3000. This is expected due to the maintenance projects that have been undertaken.

It was noted that the water bill was high. Action: RC to take a meter reading and compare to the most recent bill

RC to investigate the current telephone/internet contract and see if a more competitively priced one is available.

Historic deposits of approx. £600 will be moved into profit.

RC will change the accounts so that Events are stated in the 'Cost' section of the accounts.

b) CH stated that the budget for 2024/2025 will be revised and circulated as new information from KP was now available.

c) CH thanked KP for her report and stated that it was very useful to be aware of the details before the meetings.

KP asked if the crockery could be replaced. This was agreed.

KP stated that she had a company to provide logo'ed mats and was going to request that they attend the hall to measure.

Td'A stated that she had been provided with a quote for a sign to include the new logo and also a sign for the end of the building. The price was agreed and the order is to go ahead. Td'A to ask the sign company for a quote to move the noticeboard at the same time.

d) It was confirmed that due to the turnover of the charity, an audit is not needed at this time. RC will obtain an auditor when required.

KP stated that the door handles for the external doors were no longer able to be replaced. New doors with an electronic keypad were discussed. RC to ask one of her clients to investigate.

## **5. Future Plans and Projects**

KP stated that the hall was fully booked with regular hirers. She would keep Tuesday's free for adhoc hiring and also Thursday evenings for Council meetings and training.

CH stated that there is to be a Easter Trail on Good Friday, which she will advertise.

NK & KMcB are hoping to hold another car boot sale.

CH to arrange another theatre evening as the others have been so enjoyable.

Ideas of a summer ball/party on the 31<sup>st</sup> August were suggests. NO to arrange. Other ideas were a "Beatle Drive", a speed jigsaw competition and a quiz.

## **6. Safeguarding.**

CH will update the safeguarding policy and confirm with NO.

## **7. Any other business**

There was no any other business.

## **8. Date of next meeting**

The date was confirmed as the 6<sup>th</sup> June 2024 7:15pm and KP will book the hall.

**8<sup>th</sup> February 2024**

Registered charity number 206200