



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

Minutes of the Sole Trustees meeting – Thursday 6th June 2024

Attendance

Cllr Henry (CH), Cllr Osbourne (NO), Cllr Cadwallader (MW), Cllr Sanders (AS), Cllr McBrown (KM) 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 Bates and Kelly Penfold (Hall Manager)

2. Minutes

The minutes from the previous meeting on 8th February 2024 were agreed and signed.

3. Matters from previous meeting

It was agreed that there would be an action list provided for each meeting and updated at the subsequent meeting.

4. Finance

a) Financial Reports.

RC provided an overview of the 2023/2024 year and stated that there had been an over expenditure. This was due to planned repairs, redecoration and new flooring.

RC stated that the water bill issue should now be sorted as the most recent bill was based on an estimate of when the water fountain was leaking. She has provided the water company will a meter reading and they will be providing an accurate bill.

b) Review Transactions.

The direct debits are:-

Good Energy

Water Company

BT

LDC refuse collection

Paypal.

Standing Orders are:-

Rachel Clifford.

The cashflow issue was due to over expenditure and the fact that the savings accounts are not online. The signatories for the account were very out of date and are now in the process of being updated. CH & AS will be signatories.

It was agreed that a new bank would be arranged.

Action: RC to look to change to Lloyds for a current and savings account. This must have two signatories and be online. Lloyds branch is currently in Lewes for the paying in of cash.

Action: RC to provide a loan agreement letter between Beechwood Hall and Rural Park and herself. This will require the signatures of two Councillors.

Action: MO to provide a loan agreement letter between Hamsey Parish Council and Beechwood Hall and Rural Park. This will require the signatures of two Councillors.

Action: RC to produce a cashflow forecast for the upcoming quarter.

c) Processes and procedures.

Action: RC to review signatories on an annual basis.

It was agreed that Beechwood Hall needs a clear set of financial procedures that need to be adhered to. CH stated that there was an administration deficit and therefore proposed the payment of up to £200 for the production of financial regulations and any other ad hoc work. This was agreed by KM. MO stated that we could adapt the Financial Regulations currently used for the Parish Council and she agreed to undertake this work.

Action: MO to produce financial procedures.

Action: RC to check the Charity Commission for up to date knowledge.

Action: RC to complete the Charity Commission return in August as this is the earliest date for entry for 2023/24.

d) The information that KP had provided but it was noted that the incorrect dates had been used. RC stated that it was very "rough" estimation as it would not reconcile back to QuickBooks due to the dates used in Hall Master.

The expected use of the hall and income were not discussed due to KP not being present.

a) CH thanked Kevin for his hard work in the repairs of the park.

Action: CH to ask Kevin to replace the side of the damaged recycling bin.

Action: MO to ask LDC to clear up after the scrap metal has been removed.

The waste bin will not be replaced that this time. Proposed CH. Approved MC.

Action: KP to tell hirers to take their general waste home.

CH thanked Sarah for her work in the planting. She stated that Badgers class at the school are getting involved with the planting.

Kevin has sourced a new gate and will replace the rotten one.

There was a discussion on the cost of replacing the toilet door and the other options available. It would mean that the door is not accessible to wheelchair users if the door is replaced.

Action: CH to ask Kevin the possibilities with the toilet door.

Action: KP to clean the toilet once a week.

b) Hall Maintenance

Action: KP to provide quote for new plates, including children's plates and please include adding more water jugs.

Action: CH to ask Kevin to repair paint patches in the hall.

Action: CH to ask Kevin to add kick plates to the toilet doors.

Action: KP to clean toilet cubical doors.

The main doors to the hall are currently working after the last repairs.

Action: KP to arrange a date for the wind turbine to be serviced.

Action: MO to email RC details for Ringmer school contact regarding feed in rates.

c) Improvements for approval.

It was agreed by all Councillors to not replace the water fountain at this time due to the cost.

6. Events.

a) 31st August Summer Celebration. CH stated that she had organised an outside obstacle course, bouncy castle, music, a photo booth, food stands, the PTA may arrange ice-creams and soft drinks, and someone to sell cocktails. The event will be from 2pm – 5pm.

Action: CH to produce a flyer advertising the event.

b) The theatre is booked for Friday 25th October. This price will be £10 per adult and children free.

c) The Christmas light trail has been booked for Saturday 14th December. It was noted that it was too much work to arrange an adult party too. The route of the sleigh will be looked at due to poor turn out in previous years.

Action: MC to look into snow machine.

7. Safeguarding.

There was nothing to note at this time.

8. Date of next meeting

Thursday 5th September 2024.

Action Log

June 2024 Meeting		Responsibility	Completed/Update
1	Change current and savings account to Lloyds Bank	RC	
2	Loan agreement	RC	
3	Loan agreement	MO	Yes
4	Cash flow forecast for upcoming quarter	RC	
5	Review signatories on an annual basis.	RC	
6	Produce financial procedures	MO	
7	Check Charity Commission for up to date knowledge	RC	
8	Complete Charity Commission return in August	RC	
9	Ask Kevin to replace side of recycling bin.	CH	
10	Ask LDC to clear remaining bin rubbish	MO	
11	Tell hirers to take rubbish home	KP	
12	Ask Kevin options for toilet door	CH	
13	Clean outside toilet once a week	KP	
14	Quote for plates, children's plates & jugs	KP	
15	Ask Kevin to repair paint patches	CH	
16	Ask Kevin to add kick plates to toilet doors	CH	
17	Arrange date for wind turbine service	KP	
18	Email RC Ringmer school details	MO	
19	Produce flyer for summer event	CH	
20	Snow machine	MC	