



**AGENDA of the Hamsey Parish Council as sole trustee of Beechwood Hall and Rural Park,  
registered charity number 206200 Beechwood Hall, Cooksbridge  
Thursday 5<sup>th</sup> September 2024 at 7:15pm**

- 1 Welcome and apologies.
- 2 Minutes of the meeting held on 6<sup>th</sup> June 2024.
- 3 Review of actions from the meeting held on 6<sup>th</sup> June 2024.
- 4 Finance
  - a) Financial reports (bank statements, budget versus actuals, review of accounts year to date). RC
  - b) Review of transactions to approve. RC
  - c) Review of processes and procedures.
  - d) Cash flow, including booking rates to hall utilisation and income. KP
  - e) Agree the new financial regulations.
- 5 Compliance
  - Fire Certificate
  - PAT Testing
  - Policies
- 6 Hall Management
  - a) Update on bookings and review/feedback.
  - b) Website updates.
- 7 Maintenance and Improvements
  - a) Gardening and park (including all outside areas) upkeep
    - Planting of wildflowers
    - Outside toilet door
    - New play equipment.
  - b) Hall Maintenance
    - New plates, including children's plates
    - Paint patches
    - Doors
    - General waste bin.

c) Improvements for approval

- 8 Events
  - a) Theatre
  - b) Christmas celebrations
  - c) Events in 2025.
- 9 Safeguarding
- 10 Date of next meeting

### 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	Yes
7	Check Charity Commission for up to date knowledge	RC	
8	Complete Charity Commission return in August	RC	
9	Ask Kevin about a list of maintenance jobs	CH	
10	Ask LDC to clear remaining bin rubbish	MO	Yes
11	Tell hirers to take rubbish home	KP	
12	Clean outside toilet once a week	KP	
13	Quote for plates, children's plates & jugs	KP	
14	Arrange date for wind turbine service	KP	
15	Email RC Ringmer school details	MO	Yes
16	Produce flyer for summer event	CH	Yes
17	Snow machine	MC	