



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

Minutes of the Sole Trustees meeting – Thursday 5th September 2024

Attendance

CLlr Henry (CH), Cllr Osbourne (NO), Cllr Cadwallader (MC), Cllr McBrown (KM), Cllr Bush (DB), 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 Sanders and Cllr Bates.

2. Minutes

The minutes from the previous meeting on 6th June 2024 were agreed and signed.

3. Matters from previous meeting

The action list from the previous meeting was reviewed and updated.

4. Finance

a) Financial Reports.

RC had provided the financial reports and it was noted that most categories apart from maintenance and repairs are on budget. This was not unexpected and overall RC is happy with the position.

RC stated that she is still having issues with Santander Bank and switching over to Lloyds. She is hoping that this will be sorted within the next 7 days and she will update Cllr Henry when it is complete. She needs the headed paper to be in the full legal name of the Charity. KP will add "rural" to the headed paper logo.

It was noted that the current account has a balance of approx. £1000 and the savings £45,000. A working balance of £5000 will be kept in the new Lloyds current account.

RC stated that ex Cllr d'Arienzo is still paying for the Hall Manager's mobile phone.

Action: KP to speak with TdA and arrange payment and for future payments to be switched over to the debit card connected to the Lloyds bank account.

It was noted by RC how much the electricity costs are and she asked if there was a way to lower these. Cllr Bush offered to arrange an independent assessment to look into other green alternatives we could be using.

Action: DB to looking into energy alternatives.

b) Review Transactions.

A list of transactions wasn't provided due to time constraints but it will for the next meeting.

Action: RC to provide a list of transactions for signature.

c) Processes and procedures.

This will be looked at further when the new bank accounts are up and running.

d) Cash flow and hall booking.

KP stated that she was happy with the current level of bookings from one off parties to regular hirers. She stated that from January 2025, the hall would not be booked to regular groups on the first weekend of the month, but instead, would be reserved for weddings, local parties and community events. These would be released to regular hirers if not filled.

KP stated that at least two weddings had been booked in for 2025.

It was agreed that an advertisement for Beechwood Hall, along with hire rates would be put into the Parish Magazine.

Action: CH to place advert in parish Magazine.

e) Financial regulations

The new financial regulations have been reviewed and were agreed. These will be reviewed annually.

5. Compliance.

KP stated that the fire testing was up to date and completed by ECT. The PAT Testing was scheduled.

Action: KP to review all the policies in the file and update where required.

Action: CH to review the safe guarding policy.

6. Hall Management

a) A feedback form on the back of the cleaning tick-off sheet was agreed. Questions were thought of.

Action: KP to design feedback form and share with Cllrs before putting into operation.

b) KP stated that she would update the website with new wedding photos when sent them. It was decided that "testimonials" would be added from emails that KP receives and from the new feedback forms.

Action: KP to add testimonials to the website when received.

7. Maintenance and Improvements.

a) CH stated that the wild flower areas and planting from Sarah was looking good and working well.

CH has met with contractor Ashdown and come up with an action for the repairing of the external toilet door. Mr Ashdown has other commitments but will complete the door as soon as he is able.

KMcB stated that she would look into new play equipment for future meetings.

b) KP has a quotation for £294 for new crockery. This purchase will happen when the bank accounts have switched.

CH has asked contractor Ashdown to paint the patches and toilet doors.

KP stated that LDC are providing a new general waste bin that will be for the hirers use only. This will be placed by the rear hall doors and locked, with the key only being available for hirers.

c) No more improvements to be approved at this time.

8. Events.

It was noted how successful the recent community day was and the Cllrs wish for this to happen again next year.

a) The theatre is booked for 25th October. A few tickets have been purchased so far. CH will send the link for ticket purchases to the other Cllrs to share on street Whatapp groups.

Action: MC to talk to Td'A re Sumup machine.

Action: RC to arrange alternative to Sumup linked to the new bank account.

b) A date for the Christmas sleigh will be arranged and advertised. Reducing the number of stops was agreed to speed up the process.

The Christmas Light Trail will take place on the 14th December between 4-6pm.

c) KP stated that three dates had been booked for car boot sales in prime wedding/party season. It was agreed that these would be moved to Sunday afternoons to allow for other hall bookings.

9. Safeguarding

Nothing to add at this time.

10. Date of next meeting.

Thursday 16th January 2025

Action Log

Sept 2024 Meeting		Responsibility	Completed/Update
1	Change current and savings account to Lloyds Bank	RC	On going
2	Cash flow forecast for upcoming quarter	RC	On going
3	Review signatories on an annual basis.	RC	On going
4	Clean outside toilet once a week	KP	On going
5	Arrange date for wind turbine service	KP	On going
6	Switch over hall telephone to Hall paying	KP	
7	Look into energy alternatives	DB	
8	Provide a list of transactions	RC	
9	Hall hire advert in parish magazine	CH	
10	Review policies	KP	
11	Review Safeguarding policy	CH	
12	Design feedback form and share with Cllrs	KP	
13	Add testimonials to website	KP	
14	Talk to Td'A re Sumup machine	MC	
15	Provide alternative to Sumup if old can't be used.	RC	
16	Purchase cash tin for petty cash	CH	
17	Provide CH with sleigh details	NK	