



**AGENDA of the Hamsey Parish Council as sole trustee of Beechwood Hall and Rural Park,  
registered charity number 206200 Beechwood Hall, Cooksbridge  
Thursday 23rd January 2025 at 7:15pm**

- 1 Welcome and apologies.
- 2 Agree minutes of the meeting held on 5<sup>th</sup> September 2024.
- 3 Review of actions from the meeting held on 5<sup>th</sup> September 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) Budget for 2025/2025
- 5 Compliance
  - a) Policies
- 6 Hall Management
  - a) Approve Job Description for Hall Manager position.
  - b) Update on bookings and review/feedback.
  - c) Website updates.
- 7 Maintenance and Improvements
  - a) Gardening and park (including all outside areas) upkeep
    - Outside toilet door
    - New play equipment.
  - b) Hall Maintenance
    - New plates, including children's plates
    - Paint patches
    - Doors
  - c) Improvements for approval

- 8 Events
  - a) Events in 2025.
    - Easter Trail
    - VE Day
    - Summer Party
    - Christmas
- 9 Safeguarding
- 10 Date of next meeting

### Action Log

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