



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

### **Minutes of the Sole Trustees meeting – Thursday 23<sup>rd</sup> January 2025**

#### **Attendance**

Cllr Henry (CH), Cllr Osbourne (NO), Cllr Bush (DB), Cllr Sanders (AS) Cllr Miles (DM), Rachel Clifford, Financial Services Provider (RC), Marie Owen, Parish Clerk/RFO (MO) Notes. Natalie Kinch, Inclusion Officer (NK).

Remotely (no camera or mic): Kelly Penfold (Hall Manager) KP

#### **1. Welcome & Apologies**

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

Cllr Cadwallader (MC), Cllr McBrown (KM).

#### **2. Minutes**

The minutes from the previous meeting on 5<sup>th</sup> September 2024 were agreed and signed.

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

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

#### **4. Beechwood Hall Charity Overview.**

CH gave a presentation on the overview and vision of Beechwood Hall and Rural Park Charity. She highlighted the duties as the Sole Trustees and then presented some of the financial overview of the year to date.

It was noted by MO and RC that Hall Master cannot be used for financial data as it does not match back to QuickBooks. It is unclear at this stage as to why this is.

CH noted that the Charity was not online to meet the income target for the 2024/2025 year and after discussion proposed to increase the hour rate by £1 per hour from the 1<sup>st</sup> April 2025. This was approved by all.

#### **Action: KP to inform hirers of price increase.**

It was stated that Goold Package bookings were not bring in the income required and should increase as they support the financial sustainability of the hall. It was more marketing for this needs to happen. The hall also needs to be booked on Tuesday's and Friday's more consistently.

#### **Action: KP to market the wedding packages and use the local Facebook pages of Hamsey and surrounding areas (including Lewes) to promote more weekly bookings. To post when there is availability at weekends or if there are cancellations to promote use of the hall.**

MO stated that the summer months were low on hire due to regular bookers not using in the holidays. More thought needed into filling these times. Maybe with a summer school etc.

KP left the meeting.

## **Finance**

a) Financial Reports.

RC confirmed that the income up to the end of December was approx. £17k and with the bookings for the last quarter of the year, it would not hit the £26k target, more likely £21k. She stated that she was happy that the reserves could cover this shortfall this year but we need to be in a breakeven position moving forward.

It was noted that the electricity bill and maintenance bill were higher than budgeted. DB stated that he had been looking into green energy and asked RC for a recent electricity bill to see of usage.

**Action: RC to provide DB with electricity bill.**

It was felt that more time was needed to confirm the budget requirements for 2025/2026 and another meeting would take place with RC, CH, AS, MO and anyone else available on the 17<sup>th</sup>February.

## **5. Compliance.**

KP stated that the required policies had been updates.

**Action: KP to email all trustees with the policies and these will be agreed at the next meeting.**

## **6. Hall Management**

The updated job description for the Hall Manager role was agreed.

KP provided a feedback form. This will be reviewed for the next meeting.

KP stated that she had added new testimonials to the website.

**Action: CH to work with DM to increase utility and maximise functionality of Hall Master and website.**

DM asked KP how many people click through to the calendar from the website and then don't book the hall.

**Action: KP to investigate the website usage.**

## **7. Maintenance and Improvements.**

NO stated that the contractor Kevin Ashdown confirmed that he didn't feel confident altering the external toilet door. KMcB has a meeting with RISE and MO will provide local resident with the plans of the toilet.

MO stated that she had had a meeting with EIBE playgrounds regarding the maintenance of playground equipment and it was felt that any new equipment would be put on hold until the Lewes Local Plan is finalised.

**Action: NO to ask Kevin Ashdown to paint toilet doors and wall patches.**

**Action: KP to follow the procurement guidelines in the financial regulations to purchase new crockery and cutlery as required.**

## **8. Events.**

It was agreed that all events would be voted on ongoing.

Easter Trail 15<sup>th</sup> April – All approved.

VE Day – 4<sup>th</sup> May – All approved. Will be based on last year's community day. Invite residents of East Chilton.

**Action : CH to send out a proposal of activities and costs. All to agree a budget and a team to arrange.**

Car boot sales – it was agreed that these would be reduced to two only.

**Action: KMcB to arrange the two dates with KP.**

Summer Party – 21<sup>st</sup> June. It was agreed that the hire of the hall would be given free of charge but that there wouldn't be a budget for this party. Hall booked from 1.30pm on the Saturday to 11am on the Sunday.

Theatre – it was decided to not provide the theatre this year but to readdress next year.

Christmas: - 6<sup>th</sup> December. CH will put together a proposal for agreement. It was stated that it was nice that the sleigh was part of the light trail. Adult party booked for the evening of the 6<sup>th</sup> December. Again, free hall hire but no budget.

**Action: MO to cancel 31<sup>st</sup> August fun day and 13<sup>th</sup> & 14<sup>th</sup> December.**

## **9. Safeguarding**

Nothing to add at this time.

## **10. Date of next meeting.**

**Thursday 24<sup>th</sup> April 2025**

## Action Log

Jan 2025 Meeting		Responsibility	Completed/Update
1	Change current and savings account to Lloyds Bank	RC	On going. All set up and just the remaining DDs to be transferred.
2	Clean outside toilet once a week	KP	Not applicable at this time.
3	Switch over hall telephone to Hall paying	KP	Phone still in contract that will be costly to get out of.
4	Review policies	KP	To be approved at next meeting. Email CH
5	Review Safeguarding policy	CH	On going.
6	Design feedback form and share with Cllrs	KP	To be approved at next meeting.
7	Talk to Td'A re Sumup machine	MC	CH to add RC to Sumup account.
8	Action hall hire increase from 1 <sup>st</sup> April 2025	KP	
9	Market weddings and use local Facebook page to promote weekly hall hire	KP	
10	Provide DB with electricity bill	RC	
11	Provide DM with Hall Master and website logins	CH	
12	Investigate website usage	KP	
13	Ask KA to paint toilet doors and wall patches	NO	
14	Purchase crockery	KP	
15	VE day proposal	CH	
16	Arrange two car boot sales dates	KMcB	
17	Cancel hall bookings that are no longer needed	MO	Yes