



**AGENDA of the Hamsey Parish Council as sole trustee of Beechwood Hall and Rural Park,
registered charity number 206200 Beechwood Hall, Cooksbridge
Thursday 5th February 2025 at 7:15pm**

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|---|---|----------------|
| 1 | Welcome and apologies. | |
| 2 | Agree minutes of the meeting held on 6 th November 2025. | |
| 3 | Review of actions from the meeting held in 6 th November 2025. | |
| 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 – Any updates done, highlight any processes that need updating. | MO/RC/Trustees |
| | d) Bookings update – for hall income | MO |
| 5 | Compliance | |
| 6 | Hall Management | |
| | a) Review of Feedback from bookers and any challenges or opportunities for improvements in operations and management | CH
MO |
| | b) Website updates. | |
| | c) Feedback from the hall cleaner – things to consider or improve, any challenges with any bookers in relation to cleaning. | MO |
| | d) Any staffing issues. | CH |
| 7 | Maintenance and Improvements | CH |
| | a) Improvements for approval | |
| 8 | Events | CH |
| | a) Events in 2026.
Easter
Summer
Theatre | NO |

Christmas

b) Youth Club

9 Safeguarding

CH

10 Date of next meeting

Action Log

November 2025 Meeting		Responsibility	Completed/Update
1	Change current and savings account to Lloyds Bank	RC	Remaining DDs to be transferred.
2	Switch over hall telephone to Hall paying	RC/MO	Phone now coming out of MO's account. When sorted switch over to the Hall bank account.
3	Research Grants	BJS	
4	Provide What's On list	MO	Yes
5	Budget Meeting Date	CH/RC/MO	
6	Upload policies to the website	MO	Yes
7	Add Google link to form	MO	Yes
8	Ask KA re painting doors	NO	Yes booked in
9	Quote for tables	MO	
10	Quote for cladding	MO	Yes
11	Provide washer for loo seat	NO	