



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

Minutes of the Sole Trustees meeting – Thursday 5th February 2026

Attendance

CLlr Henry (CH), CLlr Osbourne (NO), Rachel Clifford, Financial Services Provider (RC), Marie Owen, Hall Manager & Parish Clerk/RFO (MO) Notes, Ella Clifford, Cleaner

1. Welcome & Apologies

CLlr Henry welcomed everyone. Bernie Jones Smith sent her apologies.

2. Minutes

The minutes from the previous meeting on 6th November 2025 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 provide a year to date Income and Expenditure List. It was noted that income was up on last year and we should hit £26k income, including the grant. RC noted that we would need to be audited this year.

The costs were examined. It was noted that the grounds maintenance costs would now be lower from April 2026 as the Parish Council have agreed to take over half the costs.

The O2 bill needs to be investigated to be able to swap to a sim only.

CH noted that BJS had found a grant for sporting activities and was going to apply.

Action: CH to apply for grant.

Action: RC to find auditor.

b) The transaction list was approved and signed by CH.

c) MO stated that she had reviewed the processes and procedures and all were working well at present.

d) Monday evenings are now fully booked with a dance class for 5 hours per week,

e) Budgets

Action: RC to put together a draft budget and CH and MO to add to.

5. Compliance.

Nothing to add at this time.

6. Hall Management

- a) MO stated that there were no issues with feedback at this time.
- b) MO stated that she had added no 18 or 21st birthdays to the website.
- c) Feedback on cleaning. No issues at present.
- d) No staffing issues at present.
- e) It was agreed that BJS would not send out any marketing Facebook posts at present as the hall is full at weekends for 2026 and there isn't any other time for regular classes.

7. Maintenance and Improvements.

- a) The hall will be closed for maintenance from the 6th – 10th January 2027. Quote for door painting has been approved.

MO stated that the tables are over £200 each to replace. CH suggested replacing 2 per year.

Action: MO to order filter for hot water boiler.

8. Events.

CH stated that she had all events in hand and would be placing a save the date page in the Hamsey News.

- b) NO stated that the youth club was going well. It was agreed to purchase floor cushions.

Action: MO to purchase floor cushions

Action: MO to send youth club dates to Chailey and East Chiltington to be advertised.

9. Safeguarding

Nothing to note.

10. Date of next meeting.

To be confirmed

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	Yes
4	Provide draft budget	RC	
5	Provide washer for loo seat	NO	
6	Apply for grant	CH	
7	Source auditor	RC	
8	Purchase floor cushions	MO/CH	Yes
9	Sent Youth club dates to Chailey and East Chiltington	MO	Yes
10	Purchase water filter	MO	Yes