



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

- 1 Welcome and apologies.
- 2 Agree minutes of the meeting held on 5<sup>th</sup> February 2026.
- 3 Review of actions from the meeting held in 5<sup>th</sup> February 2026.
- 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.  
Summer  
Theatre  
Christmas

	b) Youth Club	NO
9	Safeguarding	CH
10	Date of next meeting	

## Action Log

February 2026 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 hall bank account. Think about switching to sim only
3	Research Grants	BJS	Yes
4	Provide draft budget	RC	
5	Provide washer for loo seat	NO	RC sorted
6	Apply for grant	CH	Yes
7	Source auditor	RC	Yes
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