



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

Minutes of the Sole Trustees meeting – Thursday 23rd April 2026

Attendance

Cllr Henry (CH), Cllr Cadwallader (MC), Cllr McBrown (KMcb), Cllr Osbourne (NO), Rachel Clifford, Financial Services Provider (RC), Marie Owen, Hall Manager & Parish Clerk/RFO (MO) Notes.

1. Welcome & Apologies

Cllr Henry welcomed everyone.

2. Minutes

The minutes from the previous meeting on 5th February 2026 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 provided a 2025/2026 year-end income and expenditure. It was noted that although income was up to £30k the costs had also risen to £36k. The majority of this was hall and grounds maintenance. It is hoped that as now the parish council is taking over the grounds maintenance costs that this position should improve next year.

The 2026/2027 budget was reviewed and a few changes to be made before a final copy is distributed.

Action: RC to make changes to the budget.

Action: RC to provide youth club spending report for grant.

Action: MO to inform gardener to invoice the parish council from June 2026.

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) MO stated that bookings for good but she was slightly worried about only having two weddings booked for 2027. CH recommended incentives if the position was the same in a couple of months.

5. Compliance.

Nothing to add at this time.

6. Hall Management

a) MO stated that there had been positive feedback on Google.

b) The website is up to date with wedding photos, as is Bridebook.

c) Feedback on cleaning. MO stated it's hard to know what level of cleaning that hirers should be undertaking at the end of their hire period. It was agreed to increase the signage in the chair cupboard to state that any emergency cleaning would be charged at £50. It was also agreed that any cleaning after 8pm would be charged at time and a half.

Action: MO to produce sign

d) No staffing issues at present.

7. Maintenance and Improvements.

CH stated that the new law requires the hall to have a food waste bin.

Action: RC to enquire with LDC.

Action: CH to ask Sarah to tidy the flower beds around the hall.

8. Events.

a) CH stated that all events planning was in hand.

b) Youth Club. It was agreed that the new grant would be spent on one off events. These would be organised by BSJ. Ideas that were mentioned included, DJing, silent disco, dry splash pool.

Action: MO to provide dates that the hall is available.

9. Safeguarding

Nothing to note.

10. Date of next meeting.

7:15pm 16th July 2026. Location to be confirmed.

Action Log

November 2025 Meeting		Responsibility	Completed/Update
1	Change current and savings account to Lloyds Bank	RC	Completed
2	Switch over hall telephone to Hall paying	RC/MO	Cancel O2 phone. Pay off balance and buy pay as you go sim.
3	Research Grants	CH	Apply for Sports England grant
4	Make changes to the budget	RC	
5	Provide youth club expenditure	RC	
6	Inform gardener to invoice the parish council	MO	
7	Cleaning sign	MO	
8	Ask LDC re food waste bin	RC	
9	Ask Sarah to tidy flower beds around the hall.	CH	
10	Dates for youth club special events	MO	Yes