



AGENDA of the Annual General Meeting
Hamsey Parish Council as sole trustee of Beechwood Hall and Rural Park, registered
charity number 206200
Thursday 8th October 2025 at 7:15pm

- 1 Welcome and apologies.
- 2 Agree minutes of the meeting held on 12 June 2025.
- 3 Review of actions from the meeting held in 23rd April 2026.
- 4 Finance
 - a) Presentation of annual Accounts RC
 - b) Financial reports (bank statements, budget versus actuals, review of accounts year to date).
 - c) Review of transactions to approve. RC
 - d) Approve to add Cllr Gaydon to the bank signatories.
 - e) Review of processes and procedures – Any updates done, highlight any processes that need updating. MO/RC/Trustees
 - f) Bookings update – for hall income MO
 - g) Grant Management and balances RC
- 5 Compliance
- 6 Hall Management
 - a) Review of strategic goals CH
 - b) Setting targets for current year. MO
 - c) Review of Feedback from bookers and any challenges or opportunities for improvements in operations and management
 - d) Website updates. MO
 - e) Feedback from the hall cleaner – things to consider or improve, any challenges with any bookers in relation to cleaning.
 - f) Any staffing issues. CH
- 7 Maintenance and Improvements CH
 - a) Improvements for approval
 - b) Food Waste

8	Events	CH
	a) Events in 2026. Theatre Christmas	
	b) Youth Club	NO
9	Safeguarding	CH
10	Date of next meeting	

Action Log

June 2025 Meeting		Responsibility	Completed/Update
1	Update pricing	MO	
2	Apply to amend carpark planning conditions	LM	
3	Provide DB with electricity bill	RC	
4	Investigate Hive	DB	
5	Update vision and goals on Charity Commission website	RC	

April 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 as phone paid off.
3	Provide draft budget	RC	
4	Source auditor	RC	Yes

Food waste quote

Lewes District Council Waste Team

Dear Trade Waste customer,

Following our earlier correspondence regarding the new simpler recycling legislation, we have outlined the food waste sizes and options below for you to consider.

Food waste charges	Prices per collection	
140L Food waste bin	£10.00	
140L Food waste lined bin	£11.50	
140L Food waste bin with an existing refuse and recycling collection	£7.50	
140L food waste lined bin with an existing refuse and recycling collection	£9.00	
23L food waste caddy	£5.00	

Roll of 5L compostable liners (approx. 50)	£3.00 per roll
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140L food waste bin – we provide the bin for the duration of the contract.

140L food waste lined bin – we provide the bin for the duration of the contract and replace the compostable liner during each collection.

23L food waste caddy – we will provide the bin for the duration of the contract, there is no option for this size to be lined.

Roll of compostable bags – these can be purchased at a price of £3.00 per roll and these will line a 5L indoor container.

With each food waste contract, we will provide one indoor food waste container caddy (5L), but any more will come at a cost of (£3.00) per container.

Please note that if your food waste is disposed of in compostable liners these must be provided by LDC to ensure compliance with disposal regulations.

The food waste presented for collection can be put directly into the bin – we will tip the bin – but the business will be responsible for the cleanliness of the bin.

We would recommend a weekly food waste collection to prevent odour and vermin, but other options will be available.

You may find that once you have started food waste recycling, your refuse amounts will be lower due to the separation – if this is the case, we can always amend your refuse bin amounts, sizes or frequency later.

If your business has fewer than 10 people employed, then the business will be exempt from all new legislation until March 2027. This includes both the food waste, and the recycling legislation outlined in our earlier correspondence. You will not need to do anything further and your services can stay as they are.

The following materials can be recycled as food waste:

- meat and fish: raw or cooked - including bones
- fruit and vegetables: raw or cooked
- all dairy: cheese and eggs, including shells
- bread, cakes and pastries
- rice, pasta and beans

- coffee grounds, including paper filters
- animal bedding sawdust
- house plants and cut flowers

Please do not put any of the following materials in your food waste caddy:

- any packaging
- plastic bags, including bio-degradable
- liquids, oil or fat
- cardboard
- medicine
- corn starch liners not showing a compostable logo