



Hamsey Parish Council as Sole Trustee of Beechwood Hall and Rural Park
Minutes of the Annual General Meeting – Thursday 8th October 2026 7:15pm

Attendance

Cllr Henry (CH), Cllr Osborne (NO), Cllr Cadwallader (MC), Rachel Clifford, Financial Services Provider (RC), Marie Owen, Hall Manager, Parish Clerk/RFO (PC) Notes.

1. Welcome & Apologies

Cllr Henry welcomed everyone and the following had given their apologies:-

Cllr McBrown(KMcB), Cllr Gaydon (TG)

2. Minutes

The minutes from the previous AGM on 12th June 2025 were agreed.

3. Matters from previous meeting

The action list from the previous meeting was reviewed and updated.

4. Presentation of the Annual Accounts

a) RC was pleased to announce that the 2025/2026 audit had been passed and she will now complete the Charity Commission upload.

The results of the audit and the 2025/2026 accounts were agreed by all. Proposed: Cllr Henry. Seconded: Cllr Cadwallader.

It was noted that the hall made a loss of £5834 this year. This was due to increased ground maintenance costs and administration costs. These have been reduced for the current year.

Action: RC to complete Charity Commission Return.

b) RC provided the budget versus actuals for the current year and it was agreed to investigate the broadband and mobile contracts, look at the cost of electric hand dryers instead of hand towels, the benefits of a robotic mop.

Action: PC to ask electrician about hand dryer and robotic mop.

Action: PC and RC to look at prices for broadband, mobile and hall consumables.

c) A list of transactions was provided by RC and this was agreed by all.

d) It was agreed that Cllr Gaydon would be added to the Lloyds bank signatories. Proposed: Cllr Osborne. Seconded: Cllr Henry.

It was agreed that the Santander bank accounts would be closed.

Proposed: Cllr Henry. Seconded: Cllr Osborne. All in agreement.

The monies will be transferred to Lloyds and then a long term, higher interest account will be found. PC recommended Redwood Building Society and Hinckley and Rugby Building Society.

Action: RC to close Santander and open a savings account.

Action: CH to update TG on the process of approving bank transactions.

e) It is felt that the processes and procedures are working well at this time.

f) PC stated that there were seven weddings booked for 2027 and she hoped that the income for 2026/2027 would reach £35,000. The hall is booked every day with a good mix of classes and private events.

g) CH asked that the £1000 Tesco grant be split out from the other donations.

Action: RC to split out Tesco grant.

5. Compliance

Action: PC to review policies for next AGM

6. Hall Management.

a) The strategic goals remain the same.

b) The wedding target for 2027/2028 is eight. It was agreed that the price for a gold wedding would be £1295 for 2028 – not applied to the weddings already booked. It was agreed that the regular class hire cost would remain at £13 for 2027.

c) PC stated that she has a good working relationship with the regular hirers and the venue had received many positive Google reviews in the past year.

d) PC stated that TG had worked on the website so that it has search engine optimisation. The website is updated with new photos from weddings and parties when people are willing to share the photos.

e) It is felt that a back-up cleaner is needed.

Action: NO to ask local person if interested.

7. Maintenance and Improvements.

a) PC stated that she had met with a decorator regarding a quote for internal decorations. She also stated that the painting of the doors was planned for January 2027. The PAT testing is booked in for the 4th November.

b) **Action: RC to arrange food waste bins and collections.**

8. a) Events

Halloween – **Action: CH to purchase bottles, spell supplies and crafts. NO to acquire a smoke machine.**

Theatre – **Action: CH to advertise. All to deliver leaflets. CH to purchase wine.**

Christmas – **Action: CH to book soft play. CH to discuss with lighting company.**

Action: CH and PC to book event dates for 2028.

Event Dates for 2027

Easter Event 27th March

Summer Event 4th September

Theatre 12th November

Christmas Events 10th – 12th December.

b) Youth Club

NO stated that the youth club is going well and that the participants would like a disco on the 10th December.

Action: PC to design poster. NO to book DJ.

NO stated that six people were interested in a trip to the cinema.

Action: PC to provide risk assessment and consent forms. NO to arrange date.

Action: NO to arrange collection of table tennis table.

9. Safeguarding.

Nothing to report.

10. Date of next meeting. AGM 7th October 2027. The date for a regular meeting to be announced.

Action Log

		Responsibility	Completed/Update
1	Update pricing	PC	Done
2	Apply to amend carpark planning conditions	LM	Ask LM to update.
3	Provide DB with electricity bill	RC	Done
4	Investigate Hive	DB	Ongoing.
5	Update vision and goals on Charity Commission website	RC	Done
6	Change current and savings account to Lloyds Bank	RC	Done
7	Switch over hall telephone to Hall paying	RC/PC	Done
8	Source auditor	RC	Done
9	Complete Charity Commission Return	RC	
10	Ask electrician hand dryer and robotic mop	PC	
11	Compare prices of broadband, mobile and hall consumables.	RC/PC	
12	Close Santander and open savings account	RC	
13	Update TG on Lloyds signatory	CH	
14	Split out Tesco grant in accounts	RC	
15	Review policies for next AGM	PC	
16	Ask local person if wish to be back-up cleaner	NO	
17	Arrange food waste bins and collections	RC	
18	Purchases for Halloween.	CH	
19	Arrange smoke machine for Halloween	NO	
20	Advertise theatre	CH	
21	Purchase wine for theatre	CH	
22	Book soft play and light trail for Christmas	CH	
23	Book event dates for 2028	CH/PC	
24	Design poster for disco	PC	
25	Book DJ	NO	
26	Risk assessment and consent forms for cinema	PC	
27	Book cinema	NO	
28	Arrange collection of table tennis table	NO	