

**Draft Minutes of a meeting of Hamsey Parish Council as sole trustee of  
Beechwood Hall and Rural Park,**  
registered charity number 206200

Held on December 6<sup>th</sup> from 12.30 -2.30pm  
at Beechwood Hall, Beechwood Lane, Cooksbridge BN7 3QG

This meeting was not open to the public.

Present: Cllr.Tamsyn D'Arienzo (chair), Cllr.Natalie Kinch, Cllr. Justin Harmer, Cllr.Mike Dodd, Cllr.Ian Ginn, Cllr.Kate McBrown. Jenni Toomey, clerk to HPC.

1.The chair welcomed Cllrs to this first meeting of the new sole trustee and gave apologies for Cllr.Robert Baughan.

2.The new governing document had been circulated prior to the meeting and Cllr.McBrown proposed this document should be adopted by the new trustee, seconded by the chair and agreed by all

3.The current insurance position was discussed. Presently the parish council has insurance to cover the hall and park property and PL and indemnity for council staff and members. The previous trustees of charity 206200 held a policy in their own name. Cllr.Dodd will review that policy to see what level of cover was held and when the policy expires.

4.A Beechwood Hall and Rural Park managing committee will consist of Cllr.Tamsyn D'Arienzo, Cllr.Mike Dodd, Cllr.Ian Ginn, Cllr.Kate McBrown. Cllr.Dodd will continue as treasurer.

5.There was a discussion regarding the roles needed to ensure the smooth running of the hall and to decide on the budget available for such services. It was agreed that the present service providers would be asked to continue and new contracts will be prepared by the HPC clerk. The role of secretary would need to be split as the clerk to the parish council will be responsible:

- 1.To prepare agendas for meetings (2 per year) in consultation with the chairperson and circulate the agenda and any other papers
- 2.To call the AGM, with publicity sent out 14 days prior to such a meeting
- 3.To take, record and keep minutes of these meetings and the AGM and ensure minutes of the previous meeting are agreed and signed by the chairperson
- 4.After meetings, to inform any members who were absent of any actions agreed
- 5.To receive correspondence and report appropriate parts to the managing committee
- 6.To arrange insurances and any licences required.
- 7.To keep a copy of the Trust Deed and constitution and any other records

One new role was agreed – Bookings manager - £200 pm.

The managing committee will need to appoint someone to:

- 1.To prepare agendas for committee meetings in consultation with the chairperson and circulate the agenda and any other papers
- 2.To take, record and keep minutes of these meetings and ensure minutes of the previous meeting are agreed and signed by the chairperson
- 3.To prepare the annual report and present it to the committee for agreement
4. To ensure all contracts and policies are kept up to date
5. To provide a report for inclusion in the parish newsletter

The next meeting of Hamsey Parish Council as sole trustee of Beechwood Hall and Rural Park, will be the Annual General Meeting. 14<sup>th</sup> May 2020.

The next meeting of the managing committee will be Thursday 23<sup>rd</sup> January at 1pm, Beechwood Hall.