

**Minutes of a meeting of Hamsey Parish Council as sole trustee of
Beechwood Hall and Rural Park,**

registered charity number 206200

Held on December 6th 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. 14th May 2020.

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