

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

Minutes of the sole trustee – Tuesday 2 November 2021

Attendance:

Cllr Tamsyn d'Arienzo (Td'A), Cllr Carolyn Henry (CH), Cllr Kate McBrown (KMcB), Natalie Kinch (NK), Kevin Kingston (KK) – Parish Clerk (notes)

Apologies : none

Minutes

1. Welcome from the chair and apologies

2. Hedges around MUGA – approval for expenditure and planting arrangements

It was agreed that hedge plants will be purchased at a cost of £62 and that the hedge planting would take place on 21 November. **Action: T d'A to purchase plants**

The meeting also discussed benches to be placed around the proposed park in accordance with draft plan and it was agreed that quotes for these benches would be obtained from the Monday group and a couple of other companies including if possible a local carpenter. A quote has been obtained for recycled benches from a national company at a cost of £335 + VAT but it was felt that a more local supplier would be preferable. Sponsorship possibilities for the benches will also be explored.

The meeting also briefly discussed benches in Chandlers Mead and it was agreed that these should be discussed at a future Parish Council meeting.

3. Party in the park - expenses

Tamsyn to get receipts for for flags and Alex's sports equipment to Rachel Clifford. **Action: T d'A**

4. Toilet door replacement

The meeting discussed the way forward for the replacement of the toilet door. An electrician has been approached to provide a quote for dis-connecting and re-connecting the electrics once new door is in place.

It was agreed that Kelly Penfold would obtain two quotes for a replacement toilet door and that Kevin Kingston would contact Clarks glass for a quote. (Kevin's cousin works for Clarks glass). The successful quote would be invoiced to the Parish Council so that the VAT can be reclaimed. **Action: Kelly Penfold/Kevin Kingston**

5. Electric Vehicle Charge Points (EVCP) – the way forward

It was agreed that we would prepare a drawing and put together a bid to SDNPA for eco hub, to include 2 Podpoint charge points, post with sign for online donations, 1 bike service station, 1 bench, 1 bike rack.

In addition we would check whether Podpoint price includes installation (ie no electrician fee on top) and would check out government grant. With SDNPA bid the deadline appears to be

February 2022 so we have a little time to prepare bid. **Action: Td'A to drawing and draft bid**

6. Children's Christmas Party

The children's christmas party was discussed and will take place (covid permitting) on 11 December. KMcB & NK reported that they had received an anonymous and very generous donation of £250 towards the party, that a magician has been hired at a cost of £110 and preparations for refreshments were underway. The party would start at 3pm.

The following actions were agreed :

- Check leaflet from last year. – information may be updated rather than whole redesign. If not then Tom may prepare a new design. Batch to be ordered via online printers to arrive in a couple of days
- 5 packs of 12 cork top lights to go in jars. £9.99 each
- Order a ream of correct thickness wire for jars.
- Check whether Alan H is free to drive the sleigh and discuss the best place to park/ traffic cones for reservation.
- Facebook message to remind everyone to book their place
- Place leaflets in Hamsey News before deliveries
- Bio-degradable gifts bags to be purchased at a cost of £25
- Save glass jars for lanterns that the children would keep.
- Christmas sleigh music to be arranged.
- That priority for attendance at the party would be for children living in the Parish.
- The cut off date for application to attend would be 20 November.
- That additional gifts/bird boxes would be purchased if necessary.
- That parking for sleigh/Santa be organised and elves/helpers would need to be sought.
- Flyers for newsletter would need to be prepared that would include booking place is essential, dietary requirements explained and any covid rules and restrictions that may need to be in place

The meeting also discussed alternative plans should covid present different risks etc – these plans would be put into action if necessary nearer the time

7. Safeguarding

There were no safeguarding issues to report

8. Any other business

(1) Green energy – need to ask for a report with breakdown of usage as some concerns over electricity consumption and if we can plot consumption quarterly once EV charging point in place. **Action: Td'A**

(2) DH Solar – need to find out if electricity loss is correct with Daniel. **Action: Td'A**

(3) Beechwood Hall financial position – The information provided by Rachel Clifford was discussed, noted and looks very positive. It was felt that further information (as detailed below) would be useful and it was suggested that it might be a good idea for Rachel and Kelly to get together to discuss the following:

- Check what is best accounts/report format going forward
- Where are we at, in Rachel words.
- Year on year projections and key month to month trends re usage

- How much of deposits for next year are in this year's balance?
- How to work out budget, and what is available for projects
- How much is maximum that should we keep in reserves
- Does Rachel have Green Energy statements with info with breakdowns
- April is end of year...when best to budget expenditure

Prepared by Kevin Kingston - Clerk/RFO to Hamsey Parish Council

Registered Charity Number 206200

3 November 2021