

Minutes of Sopley Parish Hall Committee Meeting 5th August 2025 – 7pm



SOPLEY PARISH HALL
PRIEST LANE
SOPLEY
HANTS BH23 7BA

APOLOGIES:

Apologies were received from Nick & Hazel Hill and Gavin Vines.

IN ATTENDANCE:

Cheryl Pountain, Cynthia Hiscock, Hazel Hill, Katie Hughes, Sue Lister, Cllr Barry McDonnell, Cllr Dee Dunn, and Kit West were present at the meeting.

It was noted that this would be Cynthia Hiscock's final meeting. The committee expressed heartfelt thanks for her many years of dedicated service to the hall and shared their sadness at her departure. Rosie has now stepped down as secretary, and it was agreed that Kit will arrange a bouquet of flowers to be presented at the upcoming car boot meeting on 12th August.

MINUTES FROM LAST MEETING:

It was noted that an error had occurred in the previous minutes regarding Kit West's attendance; she was, in fact, present at the July meeting.

TREASURER'S REPORT:

No reports were available this month due to Gavin's absence. He asked Katie to convey that a copy of the bank account statement for July 2025 will be forwarded within the next few days.

UPCOMING EVENTS: -

Date	Event	Current status
23 rd August 2025	Car boot sale – Moorlands	Next planning meeting to be held at 7.30pm at the Woolpack on 12 th August 2025. 6 bookings confirmed. It was commented that the adverts need to be bolder and easier to read. Banner to be ordered asap by Katie also it was agreed that Katie will research interchangeable banners to be used more than once. A flier drop would also be arranged before the event. Cheryl is to contact Ruth, the lady who neighbours Moorlands to give her the heads up re the early start for the car boot sale. Katie to try and get her contact details.

26 th September 2025	Bingo	7.00pm for 7.30 eyes down. Katie's dad confirmed.
17 th October 2025	Race Night	ACTION: Nick to confirm where we are in securing this booking.
14 th November 2025	Fun Quiz Night	Quiz master confirmed further details re ticket prices and food tbc
19 th December 2025	Christmas party	To be discussed later

Event Planning:

Sue proposed that future events be scheduled on a bi-monthly basis to allow for more focused planning and preparation.

The following suggestions were discussed for upcoming events:

- **Film Night** featuring sweets, candy floss, and other treats.
- **Disco with Rupert Hamilton** – Katie agreed to check Rupert's availability for the 2025 Christmas party.
- **Local Performers** – As in previous years, it was suggested that local residents be invited to sing and perform at the Christmas party to entertain attendees.
- **Football Screenings** – Following the success of the Euros, it was proposed that future big England etc football matches be screened at the hall, with the bar open as a community event.

Hall Bookings:

- It was agreed that, going forward, a **non-refundable deposit** will be required to secure bookings from hirers who do not pay the full event fee upfront. Sue noted that most hirers currently choose to pay in full at the time of booking.
- Sue raised the issue with the hall telephone number, and it was confirmed that the purchase of a cheap mobile phoned had already been agreed. Progress to be checked with Gavin & Nick as they were researching this.
- Barry McDonnell requested confirmation regarding his assistance with running the bar. It was confirmed that no current hall bookings require bar service. However, he was asked to be available for upcoming events including bingo night, the quiz night, race night and Christmas date scheduled already for this year.

Bollards:

- Sue raised the ongoing issue of the bollards and asked whether they could be removed. Katie agreed to add this item to the SPC agenda for 18th September and will also share the HH advice regarding the S143 Notice with Cheryl. **Action:** Nick to investigate and report back on the bollards' locking mechanism and the feasibility of retaining only one bollard in place.

BUILDING MAINTENANCE:

Maintenance Updates:

Taff, the electrician, has yet to provide a revised date for the scheduled works. Katie agreed to follow up with him to ensure the lighting is addressed before the evenings begin to draw in.

HEALTH & SAFETY:

Monthly maintenance check list relating to Health & Safety. It was reported that these will be made available from the handover file from Rosie to Katie. DFS and Capstan were reported as attending in the next week to service fire alarms and intruder alarms. The fire door opener in the main hall has just been repaired also.

Cheryl raised concerns regarding the location of important documents if there was to be a "Charity Commission" visit. It was decided that all the current folders (red & black) relating to health & safety, licensing and fire safety should be collated and a meeting is to be arranged to get them stored in one location and updated accordingly. Cllr McDonnell asked if the legionella checks and PAT testing been completed? These are all items to be diarised, checked and updated once the meeting has been arranged. **ACTION: Date to be arranged with Cheryl & Nick.**

ANY OTHER BUSINESS:

- Role of secretary (new secretary needed) - Katie has agreed to step in as secretary until a permanent secretary is found.
- Hall capacity – this information should be available in the handover files from Rosie, for future large bookings. Sue had been told it was 90 for the Oak Hall and 70 for the festival hall, this is to be confirmed.
- Heaters (only 2 heaters working in Oak Hall) - Cynthia is to pass some funding information to Sue Lister regarding the heater replacement. Taff has already quoted back in the Spring for their replacement.
- Bar stock (Barry's offer) – Barry spoke with the committee regarding using some of the "near to expiry date" beer & cider for the church event on 30th August 2025. Anything left would be returned to the hall. The Committee agreed this was a good idea to save wastage. It was proposed that the event would pay £1.00 per bottle which will be paid to the Parish Hall charity bank account.
- Sum up machine – Katie reported that this situation was ongoing, and Barry confirmed that he will meet with her to get this sorted asap.
- Personal Licence Training – Katie is to investigate the possibility of getting Barry placed on a suitable course, possibly online.

- Skittles (should we take them off the hire agreement) – as Cynthia no longer wishes to run these events it was decided to remove this item as an available facility from now on for any bookings and the booking forms also.
- Hall events – it was agreed that upcoming and future events and dates should be publicised in advance as standard.
- Volunteers – it was agreed that the “we need volunteers” posters would be updated and placed on Facebook. Also, the Hall What’s On poster and Hall Hire poster will be updated and advertised in boards and fb.
- Car Park Maintenance - It was noted that the car park requires attention to both weed growth and overgrown hedges. Katie will speak with Dan regarding the weed treatment, as he previously carried out the car park refurbishment. She will also contact Evan Elp Us! to request assistance with cutting back the hedges and verges.

Meeting closed at 9.00pm.

The next SPH meeting will be Tuesday, 2nd September 2025 at 7pm.

Signed

Dated

Print Name
