

Draft Minutes of Sopley Parish Hall Committee Meeting 10th June 2025 – 7pm



SOPLEY PARISH HALL
PRIEST LANE
SOPLEY
HANTS BH23 7BA

APOLOGIES:

Apologies were received from Rosie Ward and Kit West.

IN ATTENDANCE:

In attendance were Chair Nick Hill, Cheryl Pountain, Gavin Vines, Cynthia & Norman Hiscock, Hazel Hill, Katie Hughes (standing in for Rosie, secretary) and Sue Lister.

MINUTES FROM LAST MEETING:

There were no matters arising from the SPH meeting held 6th May 2025.

TREASURER'S REPORT:

There were no reports made available this month as still in hand over stage. Gavin had also been on holiday, from next month Gavin reported that he will be changing the current reporting system.

He will produce an excel document which will be shareable for everyone to look at and analyse along with copies of the bank statement to clarify the figures. Katie gave the cash money taken at the VE 80 party £572.51 and he confirmed he will be going to the bank monthly. Moving forward SPH will become mainly cashless, and everything will be electronically processed with bacs payments etc.

Moving forward Sue (hall manager) would like remote access only to check if payments have been received from the hall users on a real time basis. **ACTION: Gavin to sort the bank access.**

If Sue needs to know regarding a specific payment she will text Gavin and he will be able to respond within 24 hours. Gavin to send Sue a bank statement every Friday until systems are updated. **ACTION: Gavin to email bank statement every Friday to Sue.**

UPCOMING EVENTS:-

Date	Event	Current status
27 th June 2025	Hypnosis evening	CANCELLED
25 th July 2025	Added date - Live music, Jelley brothers, summer party	Awaiting further details, ticket pricing etc
23 rd August 2025	Car boot sale – Moorlands	Further details to follow. An Event committee meeting to be held 24th June 7.30pm at Woolpack. Katie to find out about carboot@sopley.gov.uk or events@sopley.gov.uk available email address with internet provider. Provisionally it was decided it will be £12 for buyers and £2 per adult for sellers, children free. It was stated there will be NO early bird entry to the site. McMillan wishes to attend with a stall, and it was decided that they would not be charged. Katie to investigate a TEN (temporary event notice) for this event regarding a hot food stall provision.
26 th September 2025	Bingo – hall	7.00pm for 7.30 eyes down. Katie's dad confirmed.
17 th October 2025	Clairvoyant Evening – NOT Confirmed	Cheryl to investigate a “race night” in place of this event.
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

NB: Note for future barn dances if held it would be a ticketed event with a maximum of 30 people due to room for dancing.

HALL BOOKINGS:

Sue raised the issue of the Bollards, could they be removed or at least reduced to just one. It was reported that the locks are difficult to unlock and lay down and that they are not fitted correctly. **ACTION: Nick to have a look at the mechanism and report back to SPH and Katie (as SPC rep) for further discussions.**

BUILDING MAINTENANCE:

- The Roof is still leaking in foyer – **ACTION: Rosie to get the glazier or Nick will ask Harry Bunce as a local handyman to take a look. Nick to coordinate with Rosie.**
- Clock – needs new battery perhaps ask Taff when he is doing the replacement hall light alternatively further discussions to be had with Nick regarding assembling the scaffolding tower. **ACTION: Rosie to negotiate with Taff when new lights are replaced.**

HEALTH & SAFETY:

- Routine Servicing of Emergency Lighting and servicing of Fire Alarm by Dorset Fire Protection has been completed. The intruder alarm needs a service, Nick, to ask SCS. **ACTION: Nick to arrange new service provider and a service.**

ANY OTHER BUSINESS:

1. Bar Management – Nick and Gavin to ask Barry Mc if he is happy to manage the bar from now on. **ACTION: Nick to speak with Barry McDonnell and ask if he is happy to sort stock, run and manage the bar.**
Challenge 21 training, fire training and DPS to be transferred to new DPS – Nick Hill. **ACTION: Katie to investigate training possibilities and sort transfer of DPS asap.**
2. Bollards – no further discussion needed until investigations have been completed.
3. Hall manager to buy new cheap mobile phone for use for hall bookings and source new number. **ACTION: Sue to purchase new cheap mobile phone to use for hall bookings. Nick will look at possible mobile phone contracts/sims.**
4. Access to bank account - remove Caroline and update. **ACTION: Gavin to coordinate with Caroline and Sue for new banking arrangements and new mandates.**
5. Ban on glitter - it was decided unanimously that glitter would no longer be allowed. **ACTION: Sue to update booking forms with NO GLITTER ALLOWED for new hall users.**
6. Emergency key holder (Jonathon) - it was agreed that Jonathan Evans had offered and would be asked to become the emergency key holder. **ACTION: Sue to provide Katie will a full list of key holders asap and contact numbers.**
7. Opening and locking up hall at night – **ACTION: Hazel to investigate lockbox for keys. Kim Dear (neighbour) to be kept in the loop re extra noise and late nights or parties. ACTION: Sue to keep Kim updated, re-bookings for parties and late-night opening for the hall.**
8. WhatsApp group has now been set up for all Hall Management Committee members.

9. Review of hall hire tariff - prices to be discussed in July after bollard assessment etc. NB: One hall hirer has requested the other hall was not booked out. so, a rate for exclusivity of the whole hall would come into effect possibly. **ACTION: To be discussed later in July by the SPH committee when bollards have been re-assessed.**

NB: Sue confirmed that the sopleyparishhall@gmail.com email for bookings is still the one to be used for either of the hall(s) hire enquiries.

10. Identifying a responsible person for the bar – if hall hirers wish to use the hatch/bar area but not have alcohol. (ie. Rabbit group) – it was agreed that it would be allowed if the hirer is known and a signed booking form is completed, the responsibility for the bar would be on the hall hirer.

TRUSTEE

Cheryl Pountain was unable to attend the AGM in May 2025. So, this evening she was asked to complete her Trustee declaration form and give to Katie. **ACTION: Katie to add Cheryl to the SPH Charity and update the Village Hall charity information on the Charity Commission website.**

GRANT APPLICATION

Katie had prepared a grant application form and Nick (Chair) duly signed the form. It will be submitted at the next Sopley Parish Council meeting, for consideration in paying the expenses incurred holding the VE 80 party celebrations for £350.00. **ACTION: Grant application to be submitted by Katie at the next SPC meeting.**

Meeting closed at 8.40pm.

The next SPH meeting will be Tuesday, 1st July 2025 at 7pm.