

Sopley Parish Hall Committee Meeting



SOPLEY PARISH HALL
PRIEST LANE
SOPLEY
HANTS BH23 7BA

11th November 2025 – 7:00pm

Approved Minutes

1. Apologies were received from Hazel Hill. Possible new member Debbie was welcomed by the Chair.
2. In Attendance were Nick, Cheryl, Sue, Debbie, Kit, Gavin and Katie.
3. Public Participation – There were no attendees.
4. Matters Arising from Minutes of Meeting Held 7th October 2025:
 - The Chair duly signed the Minutes and there were no matters arising.
5. **Treasurer's Report**
 - Current balance: **£13,985.25**
 - Monthly Expenditure: **£1,264.55**
 - Monthly Income: **£1,544.14**
6. **Past Events**
 - **17th October – Horse Race Night**
 - A well-attended and enjoyable night. To note that the host can also deliver casino nights etc.
 - Sweeping and clearing up after events to be improved and highlighted to hirers.
 - Lights: Chas confirmed there is a dimmer available for events where people stay afterwards, he offered to give some training when time allows.
7. **Future Events**
 - **14th November – Quiz Night**
 - Baz confirmed as quizmaster.
 - Hazel has offered to run the raffle.
 - Tables to be named – Katie will organise on the day. Place names on tables will advertise Christmas and in addition there will be a chance for attendees to sign up to the SPH mailing list too.

19th December – Christmas Party

- Chas confirmed no fee for the band, only food, beer, and storage costs.
- PA system to be supplied for the event and set up by Chas and his Ukulele group will perform Christmas carols.
- New bulbs are needed in tower lights – Taff to check, including bulb in festival hall. **ACTION: Katie to contact Taff.**
- Welcome tickets and event information to be sent to Stu and Chas, who will produce posters.
- Comperes on the night will be Gavin and Nick.
- Food arranged – It was decided that attendees are to bring their own nibbles.
- Mulled wine on arrival (alcoholic and non-alcoholic).
- Soup urn to be arranged – Barry to heat mulled wine as part of bar duties.
- Wheelbarrow of booze donations requested. Sue confirmed that WI are unable to contribute.
 - Raffle pricing: £5 per ticket or £10 per strip.
 - Standard raffle also running. Hazel to manage the raffle.
- Chas to assist with sorting out the storeroom and is interested in future events. He wanted it noted that the hall acoustics are excellent. A date to be arranged in the New Year to sort storeroom and new hiring opportunities for band rehearsals to be discussed.

8. Hall Bookings

- No hires bringing own alcohol from now on will be accepted.
- Sue raised that she had an enquiry for a Breathwork class Retreat which will be held over 4 days, 13 hours per day. Regular users will be contacted to check if they mind moving or cancelling their usual booking but would be offered a free hire to compensate for the inconvenience. More details to follow from Sue in due course.
- Spare bar keys had not been sorted by Sue due to the roadworks, but Gavin offered to sort as he has personal keys to sort. 2 keys are needed for the bar for Barry Mc and for Nick. **ACTION: Gavin to get keys cut.**
- New hall phone number was confirmed as **01425 674285** a new sign will be purchased to be placed outside the hall. **ACTION: Katie to source a sign.**

9. Building Maintenance

- Table tennis storage: promote table tennis in the New Year; but in the future to be stored in storeroom once refurb has happened.
- Epta contacted regarding heaters; quoting for repair of broken heater only not received yet. **ACTION: Katie to chase.**
- Gavin stated that his Dance school uses UV strip heaters and they cost £60–£70 per month. **ACTION: Gavin to obtain quotes from the supplier for Sopley Parish Hall(s).**
- No Update was available for the hall's rubbish. The wheely bins previously used had been donated in the past and as the hall has a zero rate for business rates they cannot use the weekly collections. Gavin is to look at commercial bin options – Gavin is to contact Hurn Recycling. **ACTION: Gavin to obtain quotes.**

Cont:-

- Ramp signage not yet installed. **ACTION: Nick and Gavin to coordinate their installation.**
- Sue was asked to add wording to all emails regarding hall hirers reminding them of “No Parking offloading/unloading only”. **ACTION: Sue to remind all hall users.**
- Storeroom and kitchen clearing: Chas & John to be approached and to organise with a scrap man. Clear-out date to be arranged for January.
- Deep cleaning: Cheryl to get quotes for a deep clean of the hall(s). **ACTION: Cheryl to source quotes and book deep clean in due course.**
 - Need a cleaning checklist. **ACTION: Cheryl to produce a cleaning schedule and checklist.**
 - Gavin to ask his cleaner for a quote. **ACTION: Gavin to obtain deep-clean and cleaning quote from his cleaner and inform Cheryl.**
- New hall trolley is in the storeroom and is yet to be put together. **ACTION: Nick and Gavin.**

10. Health & Safety

- Fire extinguisher, smoke alarms, emergency lighting, fire blankets, fire alarms, all tested and up to date. As of November 2025.

11. Any Other Business None raised.

The meeting closed at 8.15pm

Next scheduled meeting 2nd December 2025 at 7pm, venue to be confirmed.