

Sopley Parish Hall Committee Meeting

10th February 2026 – 7.00pm



SOPLEY PARISH HALL
PRIEST LANE
SOPLEY
HANTS BH23 7BA

APPROVED MINUTES

1. APOLOGIES:

Apologies were received from Gavin, Hazel and Kit – it was accepted that Kit would be taking a step back for a time from the committee and the members wished her well.

2. IN ATTENDANCE: Nick, Katie, Cheryl, Sue and Debbie

3. PUBLIC PARTICIPATION: None

4. The Minutes of the meeting held on 20th January 2026 were approved, there were no matters arising and Nick duly signed a copy.

5. TREASURERS REPORT: -

Gavin had sent his apologies, and no reports were available in his absence. Outstanding queries requiring the Treasurer's action were noted and discussed as follows:

- Confirmation is needed that all cash from previous events has been banked. Sue offered to pay in the cash herself if helpful and queried whether this can be done via the Post Office.
- Nick raised the need for Gavin to provide bank balance and income/expenditure reports at each meeting, as these may be required by the Charity Commission. **Action: Nick to speak with Gavin regarding reporting arrangements going forward.**
- Sue confirmed from her own records that the SPH bank balance as at 22nd January was £13,335.12.
- It was queried whether Gavin could arrange online access for Katie so she can log in and respond to Sue's queries regarding payments from hall hirers, reducing the need to chase Gavin directly. **Action: Gavin to request online access for Katie as she is already a signatory.**

6. PAST EVENTS: None

7. FUTURE EVENTS:

27 th February	Bingo	Children are allowed as the hall has no Gambling licence and it is a community event for charity. Nick hopes to be able to cover the bar on the night until Barry Mc arrives Cheryl kindly offered to help if needed. SET UP – Katie confirmed she will sort setup with Baz and her dad. RAFFLE – Hazel is arranging the raffle and Debbie offered to donate some items.
20 th March	St Patrick's Quiz & Stew Night:	Band not available so it was decided to run a "Quiz & Stew Night" Hazel has offered to prepare Irish stew and vegetarian stew. Ticket price: £10.00 adults / £5.00 children under 16. Committee will decorate the hall and Irish music to be arranged nearer the time. Cheryl gave her apologies and Nick confirmed he will be able to attend that evening.
24 th April	Race Night	Katie is to book a race night with Chris for this date. ? food with Hazel for this event.£160 race night. Action: Katie
22 nd May	Quiz and Chips	£10.00 adults / £5.00 children. Katie reported that Browns Fish n chips are £10.00 per head so ticket price would need to be increased. Could Browns do an OAP size and rate for this event, Katie to enquire.
26 th June	Elvis Night	Katie to enquire re price is it £140) for just Elvisand food to be sorted in due course. Action: Katie
25 th July 2026	Family bbq – 1pm – 4pm	Family bbq at the hall, with games etc in the hall, bar and fun!
23rd August 2026	Sopley Festival	Katie to contact Chas re music. Action: Katie If Moorlands, we can setup on the Saturday on 22 nd August Nick to check with Moorlands re bar as they've said no alcohol?? Action: Nick
26 th September	CAR BOOT SALE	All insurance certificates and booking forms to be sent and paperwork updated and sent to Sarah by Katie. Action: Katie
30 th October	Halloween Party	Nik and Hazel to decorate hall, further details to follow. Pumpkin competition, music and fancy dress. Entertainment ideas to be brought to the next meeting. Cheryl's nephew Josh to be asked if they are available. Action: Cheryl
8 th November	Remembrance Day	Remembrance lunch/drinks – cream teas and drinks cakes. Free entry. Further arrangements to be made.
11 th December	Christmas party	Christmas Party with buffet (£10.00 adults / £5.00 children). Cheryl to supervise food and beige buffet to be organised. Chas and Ukelele's to be booked for this event. Action: Katie

8. HALL BOOKINGS –

It was discussed and agreed that from 1st April 2026 there would be an hourly rate increase as follows: - (Hourly rates for both halls to be increased).

• Regular hirer discounts to end on 31 March 2026 :
• Oak regular hirer rate to become £12
• Festival regular hirer rate to become £11
• New standard rates: –
• Oak out of parish hirers £16.00
• Oak parishioners £14.00
• Festival out of parish hirers £13.50
• Festival parishioners £12.50

Chair Lifter

- The poster has not yet been received from Sue. **Action: Sue to provide the poster.**

Table Tennis

- Gavin has purchased the table tennis bats. Launch date to be confirmed. Nick is reviewing key safes in preparation for hiring out table tennis equipment. **Action: Nick**

Storeroom Clearance

- Proposed date for clearance and tidy: **Monday 23 February, midday**. Date to be circulated to the committee. Katie to invite and check availability with Chas and John Eccles. **Action: Katie.**

9. BUILDING MAINTENANCE

- No update available on bins or weekly schedule for businesses.
- No new bins have not been purchased yet. **Action: Nick**
- Glasswasher installation to be booked with Taff. **Action: Nick**
- Door mat specifications and sizes to be sent to Katie. **Action: Nick**
- Clock needs to be reinstalled; suggested location is above the hatch. **Action: Nick to install asap.**
- Gutter cleaning is due; booking to be arranged. **Action: Katie to book with Gutterpro.**

10. HEALTH & SAFETY

- PAT testing to be booked. Nick to contact our usual contractor. **Action: Nick**
- A Safeguarding and a Bullying/harassment policy for SPH had been circulated and was approved. **Resolved with immediate effect and the policies were adopted by all SPH members present.**
- Katie to get confirmation from Gavin as to whether defib pads have been purchased and installed in the defib unit at the Parish Hall. **Action: Katie**

11. ANY OTHER BUSINESS

- Cheryl provided an update from her meeting on 05.02.26 with Sarah from Moorlands. They are thinking about a committee representative from Moorlands.
- Katie has provided an updated emergency contact and contractor list. This has been circulated to all committee members. Nick asked for it to be made available on the hall WhatsApp group for reference for all committee members. **Action: Katie**
- The new business cards are to be placed behind the bar in the hall. **Action: Nick.**

12. Training

- Katie was asked to look at free Training opportunities for committee members. Sue and Cheryl showed interest in defib training.
- ***It was confirmed by Nick that the Accident book is in the kitchen.***

Meeting closed 8.35pm

**Proposed next meeting date, Tuesday 3rd March 2026 at
7pm venue to be confirmed.**