

Sopley Parish Hall Committee

Minutes of Annual General Meeting

held on Monday, 18th May 2026 at 7.00pm

Sopley Parish Hall



SOPLEY PARISH HALL
PRIEST LANE
SOPLEY
HANTS BH23 7BA

DRAFT MINUTES

1. Welcome and Apologies for Absence: - The Chair opened the meeting and welcomed all present. Apologies for absence were received from Hazel Hill and Katrina West.

- There was one member of the public present – Mrs Dee Dunn.

2. Minutes of the Meeting Held on 8th April 2026:

- The minutes of the meeting held on **8th April 2026** were reviewed.
- **Resolved:** The minutes were approved as a true and accurate record.
- **Matters Arising:** There were no matters arising that were not covered elsewhere on the agenda.

3. Chair's Annual Report - Summary of the Year's Activities, Achievements and Challenges:

A summary report of the Council's activities, achievements and challenges over the past year was presented by Chairman Nick Hill. The report highlighted key operational work undertaken throughout the year, progress on community projects, and matters requiring ongoing attention.

4. Treasurer's Report & Presentation of Accounts - Review and Approval of Annual Accounts for the Financial Year Ending 31 March 2026:

- Members reviewed and approved the annual accounts for the financial year ending 31 March 2026.
- The Treasurer reported an opening balance of £12,853.22 and a closing balance of £14,877.00 as at 1 April 2026.
- Average running costs were noted to be approximately £1,000 per month. **Resolved:** The annual accounts for 2025/26 were approved.
- A suggestion was made to establish a **£250 float for the Bar Manager** to support event operations. **Resolved:** Agreed by all committee members present. Funds are to be transferred by **Treasurer Gavin Vines** to **Mr Barry McDonnell (Bar Manager)**, with a receipt to be obtained once the transfer has been completed. **Action:** Gavin Vines.

5. Hall Manager / Booking Secretary Report - Hall Usage and Operational Update:

- Members received an overview of current hall usage, bookings and operational matters. Two new regular classes have commenced: Pilates and a Stage School session on Wednesday afternoons.
- It was noted that Charlotte Rogers has not yet confirmed her booking; Sue, Hall Manager has chased for an update.
- A suggestion was made to produce a short promotional video of a party setup for use on the website. **ACTION: Gavin Vines will ask Pauline to prepare the video.**

6. All the current composition of Parish Hall Committee were re-elected as follows: Election of Officers and Committee Members

The following appointments were confirmed for the forthcoming year:

- **Chair:** Nick Hill *Proposed by Sue; seconded by Gavin.*
- **Vice Chair:** Cheryl Askew *Proposed by Sue; seconded by Nick.*
- **Treasurer:** Gavin Vines *Proposed by Sue; seconded by Cheryl.*
- **Secretary:** Katie Hughes *Proposed by Sue; seconded by Gavin.*
- Committee Members: Hazel, Kit, Sue and Debbie.

Authorised Signatories:

- It was agreed a full review and tidy-up of all authorised signatories will be undertaken, including the addition of Nick. Katie's online access need reactivating as she is already a signatory on the online banking system.

Trustee Appointment:

- It was agreed that **Debbie will be appointed as a Trustee.** Forms will be completed ready for her signature on 2nd June 2026. **ACTION: Katie.**

7. Members received an update on ongoing and planned maintenance tasks:

- **Hall Clock:** The clock requires reinstalling above the bar hatch. Nick will arrange for the clock to be put back up. **ACTION: Nick**
- **Entrance Mats:** Confirmation is required regarding the order of new entrance mats. Dan Rouse is to be chased for an update. Nick will provide the Clerk with the preferred style and size of the mats. **ACTION: Nick**
- **Cleaning Arrangements:** A new cleaner is required as Ian is leaving. Hazel will take forward the recruitment of a replacement. It was noted that the current allocation of two hours on a Monday is insufficient. Hazel will shadow Ian on Monday to understand the full scope of work. The Clerk will email Ian regarding the transition. **ACTION: Katie/Hazel.**
- **Storeroom Clearance:** A storeroom clearance session will take place on 22nd June 2026 at 3pm, with Chas, John Eccles, and Rob Nash assisting. Replacement chairs and a new gazebo will be purchased following the clearance.
- **Bench Maintenance:** The bench outside requires sanding and re-varnishing. Nick will ask a suitable contractor to assess the work required. **ACTION: Nick**

8. Health & Safety - Compliance, Risk Assessments and Safety Checks:

- Members reviewed current compliance matters, risk assessments and any incidents reported. The Clerk will contact DFP to confirm the duration and validity of the existing service appointment for tomorrow and let Sue know. **ACTION: Katie/Sue.**
- It was noted that **PAT testing has been completed and the DFP** service are scheduled for 19th May 2026 at 4:00pm.
- Concerns were raised regarding bins obstructing the fire escape route; this will be addressed to ensure safe access and compliance with fire regulations. **ACTION: Nick**
- Gavin will confirm whether monthly waste-collection quotes from Hurn have been arranged and ongoing bins are being put out for collection. **ACTION: Gavin.**

9. **Community Nights and Upcoming Events** - Members discussed forthcoming events:

- Details of upcoming events to be circulated to Moorlands College. **ACTION: Katie**

• Community Nights:	Further community nights were proposed for the coming months.
• Friday, 22nd May 2026 –	Quiz Night: Sausage and chips scheduled for 8.30pm.
• Friday, 26th June 2026 –	Elvis Tribute Night: Preparations confirmed.
• Saturday, 25th July 2026 –	Summer BBQ at Smugglers. Each committee member to sell 10 tickets at least each. Temporary Event Notice (TEN) required. (KH) £6 per ticket, children under 12 free.

Sunday, 23rd August 2026 – Sopley Village Festival:

- Venue confirmed at Moorlands College. It was noted that bookings are becoming late for stallholders. Posters inviting stallholders to be arranged asap including fb promotion **(KH)**.
- Risk assessment to be updated and sent to Cheryl for checking. **(KH/CA)**
- Temporary Event Notice (TEN) required. **(KH)**
- Sue to contact the WI regarding provision of tea and coffee. **(SL)**
- Stallholders to be charged £20.00 per 3x3m pitch. (£40 for a double)
- Chas to oversee the music timetable from 12 pm – 6 pm. Katie to invite Chas to 2nd June meeting. **(KH)**
- Katie to speak with Norman for assistance with car-parking/fencing arrangements. **(KH)**.
- Indoor hall space to be made available. **(CA)**
- Toilets to be arranged, if necessary, later but check use of Moorlands toilets **(CA)**

• Saturday, 5th September 2026 –	Car Boot Sale: Proposed date noted for consideration.
• Friday, 30th October 2026 –	Halloween Party: Event confirmed.
• Sunday, 8th November 2026 –	Remembrance Lunch: Event confirmed.
• Friday, 11th December 2026 –	Christmas Party: Event confirmed.

11. **Any Other Business - Items Raised by Committee Members and Members of the Public:**

- **Grant Requests:** An update was provided regarding ongoing grant applications relating to the roof, door access system, and heating improvements. Katie to keep the committee updated.
ACTION: Katie
- **CIL Bids:** Supporting letters from Nick will be prepared for the solar panel and pathway improvement bids. Nick to send to Katie and then these will accompany the formal submissions to NFDC/SPC. **ACTION: Nick**

- **Operation Relentless Community Fund:** Members noted the Operation Relentless Community Fund (Ref. 644127671 – CP), which supports initiatives to tackle anti-social behaviour. Cheryl will investigate further and report back at a future committee meeting.

ACTION: Cheryl

Next meeting scheduled for Tuesday, 2nd June 2026 at 7pm.