

Sopley Parish Hall Committee Meeting

8th April 2026 – 7.00pm – Fisherman's



SOPLEY PARISH HALL
PRIEST LANE
SOPLEY
HANTS BH23 7BA

APPROVED MINUTES

1. **APOLOGIES:** Sue Lister, Cheryl Pountain and Hazel Hill

2. **IN ATTENDANCE:** Nick Hill, Gavin Vines, Katie Hughes and Debbie Holland.

3. PUBLIC PARTICIPATION:

Barry McDonnell and Dee Dunn were in attendance to discuss the summer BBQ and other matters including bar access etc.

4. **The minutes from 10th March 2026 were approved by all and there were no matters arising. Chair Hill duly signed the minutes.**

5. TREASURERS REPORT: - ACTION: Gavin

- Gavin confirmed all the cash is now banked.
- No update was given relating to Katie and bank access.
- No update was given regarding the spreadsheets prepared for Gavin.
- A full report was prepared for the meeting (a copy is at the end of these Minutes from the Treasurer).
- Katie was asked to research a new card payment system and Square was suggested.
ACTION: Katie.
- It was decided that in the upcoming months that utility bills need to be checked and reduced where possible.

Barry McDonnell reported the following annual figures from the bar (01.04.25-31.03.26)

- Stock expenditure £1025.25
 - Bar takings £2974.50
 - Net profit £1949.24
 - In addition, we currently have £2256 of stock if all sold.
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- It was discussed and resolved to start a hall hire campaign in the next few months. Katie confirmed that extra advertising was already placed in the annual council newsletter.

6. PAST EVENTS:

27 th February	Bingo	£291.40 profit – all good!
20 th March, Friday	St Patrick's Quiz & Stew Night:	Gavin confirmed a profit of £300 and the food and night was reported as a success.

7. FUTURE EVENTS:

It was resolved that all posters are to be ordered for the rest of year when ticket prices are known. **ACTION Katie.**

Friday, 17 th April 2026	Community Night	Setup from 6pm Barry Mc available for bar. Dartboard installed. Cribb boards, jenga and other games to be made available. Debbie offered to bring games and kids table tennis. Katie to order crisps, peanuts, mars bar, kit kat and sweeties for the tuckshop. Gavin previously offered to help with table tennis. Hatch in Festival Hall to offer drinks if it can be setup. (due to storeroom which needs sorting).
Friday, 24 th April	Race Night	All booked £160. Set up – time for caller check with Cheryl and 6.30pm Raffle – Hazel Compere – Gavin not Nick Bar – Barry Mc available.
Friday, 22 nd May	Quiz and Chips	£10.00 adults / £5.00 children. Update for fish n chips... <i>(arrangements to be sorted at next meeting)</i>
Friday, 26 th June	Elvis Night	Booked £180. Food? <i>(arrangements to be sorted at next meeting)</i>
Saturday, 25 th July 2026	Family bbq – 1pm – 4pm	Family BBQ will be held at Smugglers. Dee confirmed she was happy to have her garden used for this event with a backup of the hall in case of inclement weather. She asked that tickets are sold before the event ACTION: KATIE to prepare tickets once ticket price is known. 10 tickets to be sold per committee member at least. Suggested Rupert for music and maybe a singer.
Sunday, 23 rd August 2026	Sopley Festival	Moorlands is a no due to alcohol. Chas' band is available. Nick to ask Marcus and to cancel Moorlands. Stall holders to be given date in advance. Nick to email Moorlands. Lizzie – Owls Barn to also be asked by Dee
Saturday, 26 th September	CAR BOOT SALE	Venue confirmed – 7am to midday. <i>(arrangements to be sorted at next meeting)</i>

Friday, 30 th October	Halloween Party	Nick and Hazel to decorate hall, further details to follow. Music, Cheryl's nephew? <i>(arrangements to be sorted at a later date)</i>
Sunday, 8 th November	Remembrance Day	Remembrance lunch/drinks – cream teas and drinks cakes. Free entry. <i>(arrangements to be sorted at a later date)</i>
Friday, 11 th December	Christmas party	Christmas Party with buffet (£10.00 adults / £5.00 children). <i>(arrangements to be sorted at a later date)</i>

- All posters to be printed for community night.

8. HALL BOOKINGS –

- Sue general update. **ACTION: Sue**
- Date for storeroom clearance and tidy? - ongoing
- Christchurch bicycle club – BBQ 12th July 2026 – update on food requirements. Katie to check with Sue.
- Operation Relentless – ASB - **ACTION: for next agenda as Cheryl absent.**

9. BUILDING MAINTENANCE –

Waste collections

- No business bin service available at present.
- Gavin will attempt to arrange monthly waste-collection quotes from Hurn. **ACTION: Gavin.**

New bins

- Query on whether Nick has purchased new bins. **ACTION: Nick – not yet completed.**

Door mats

- Specification and sizes to be sent to Katie. **ACTION: Nick to speak with Dan Rouse and provide sizes to Katie.**

Hall clock

- Clock needs reinstalling above the bar hatch.
- Barry to purchase batteries for the bar clock. **ACTION: Barry.Keysafe**
- Barry Mc to donate a keysafe. **ACTION: Nick.**

Display board (foyer)

- Door needs removing or repairing following a complaint that it looks untidy on entry. **ACTION: Nick and Barry to resolve.**

Dishwasher tablets

- Ian has purchased tablets; stored in the locked cupboard.

Lighting

- Dimmer switches not suitable due to existing light fittings.

Remote access system

- Cheryl has supplied the following Cil bid for the remote access system: Option 1: £1,348.00 - Option 2: £3,600.00 this bid will replace previous CIL bid for the roof.

A new kettle has been purchased.

10. HEALTH & SAFETY:

- PAT testing booked for 13.05.26 at midday.

11. ANY OTHER BUSINESS:

- The new business cards were given to Barry Mc for bar.
- It was agreed to change the keycode in kitchen to the new code from Sunday 12.04.26.
- Nick was asked to write a letter supporting the cil bid for solar panels to SPC.

Meeting closed at 20.30pm

Next meeting 19th May 2026 – 7pm – AGM at hall

Approved 18.05.26

Sopley Parish Hall Income & Expenditure Report

Financial Year: April 2025 – March 2026

Overview

This report gives a straightforward breakdown of where the hall's money has come from and where it's been spent over the last 12 months.

All figures are taken from the bank statements.

All income, including cash takings, has now been banked and is reflected in the current account balance.

A £150 float is held separately for the bar.

Income Breakdown

Hall Hire

Hall hire continues to be the main source of income.

Total Hall Hire Income: £7,043.25

Steady, reliable, and driven by regular users and repeat bookings.

Bar, Raffle & Door Income (Combined as have been taking door and raffle payment via card)

Total Bar / Event Income: £2,102.32

Includes all bar sales (card + cash), raffles and door takings.

Bar Position

Item	Amount
Bar / Event Income	£2,102.32

Expenditure Breakdown

- Cleaning (Ian Pinder): £1,529.46
- Utilities (Electricity, Energy, Water): £2,983.72
- Parish Council Payments £1,800.00
- Equipment & Supplies: £1,124.63
- Other Costs (BT, licences, etc.): £742.19

Total Expenditure: £9,936.94

Overall Position (Based on Bank Balance Movement)

- Opening Balance (April 2025): £12,853.22
- Current Balance (April 2026): £14,261.00

Net Movement: +£1,407.78

In simple terms:

The hall is financially better off than it was this time last year

Balances

- Current Account: £14,261.00
- Bar Float: £150.00

Total Funds Held: £14,411.00

What's working well

- Hall hire is consistent and dependable
- The bar is making a small profit
- Overall funds have increased over the year

What to keep an eye on

- Utilities remain the biggest cost – might be worth reviewing some of these
- Bar profit is still relatively modest – need more events/ party hall hires drive sales
- Continued focus on events will help boost income

Final Thoughts

Overall, the hall is in a stronger position than last year, with:

- Increased reserves
- Reliable income streams
- Positive contribution from the bar
- We paid out some big costs for maintenance yet made a profit