

Sopley Parish Hall Committee Meeting held on 2nd June 2026 – 7.00pm – at the Fisherman's



SOPLEY PARISH HALL
PRIEST LANE
SOPLEY
HANTS BH23 7BA

APPROVED MINUTES

1. **APOLOGIES were received from:** Nick Hill, Hazel Hill, Gavin Vines and Sue Lister

2. **IN ATTENDANCE:** Debbie Holland, Katie Hughes, Cheryl Askew and Barbara Smith

3. **PUBLIC PARTICIPATION:**

- Ian Pinder was thanked for his years of service and returned his keys, procedures, and final invoice. It was noted that delays in payment had been one of the contributing factors to him deciding to retire from the hall.

4. **Approve minutes and any matter arising from Minutes of meeting held 18th May 2026**

- The only matter arising from the minutes was a suggestion that, rather than expecting members to read through the full minutes, an action list could be produced to set out individual responsibilities more clearly. **The minutes were approved and signed by Cheryl Askew in the absence of the chair.**
- Katie was asked to see if Ian Pinder would think about being the maintenance man now, he had retired as cleaner. **ACTION: Katie**
- **Trustee application form** – Debbie Holland completed the Trustee Application Form. The documents were reviewed and signed, and the information will be added to the Charity Commission online for the Parish Hall Committee.

5. **TREASURERS REPORT:**

- £250 float for the Bar Manager completed? **ACTION: Gavin**
- Bank signatories to be updated and Katie's online access to be reactivated she is already a signatory this was discussed to save hassling the treasurer. **ACTION: Gavin**
- Event income summaries to be circulated promptly after each event. **ACTION: Gavin**
- Raffle float to be given to Hazel regularly so she is not out of pocket. **ACTION: Gavin**
- It was suggested that the raffle to be run on a rota between Hazel, Debbie and Cheryl; prizes to be by choice and not allocated on the night moving forward. **ACTION: Cheryl to lead.**
- The **Bank balance** as at 2nd June 2036 was reported as **£15,357.**
- 8 stalls currently booked and paid for festival, information retrieved from bank statement,
- Elvis Night tickets – 8 have been paid for and we are expecting 5 more tickets to be paid asap.

6. PAST EVENTS:

Friday, 22 nd May	Quiz and Chips	Profit from night not received. ACTION: Gavin
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FUTURE EVENTS

- Barbara offered to supply a dinner voucher for future raffles held at events, Katie to collect from Woolpack. **ACTION: Katie.**

Friday, 12 th June 2026	Community Night	Set up 6.30 - ACTION: All Katie can open-up - ACTION: Katie Barry Mc booked for bar Advertised as free!
Monday, 22 nd June 2026, 3pm	STOREROOM SORT	ALL HANDS-ON DECK
Friday, 26 th June	Elvis Night	£180 booked to date, with 15 tickets already sold. Advertising is scheduled for this week. Ticket prices are £10 per adult and £5 per child, with no food included. Staffing requirements to be confirmed: raffle, door, and compere.
Saturday, 25 th July 2026	Family bbq – 1pm – 4pm	Fliers for distribution given to Debbie (500) DJ Rupert booked £50 Sarah the singer not available Alcohol licence to be applied for using Katie PL. Cooking? Bar? Set up?

Sunday, 23rd August 2026	Sopley Festival	Entertainment & Performers A site visit to be arranged asap: ACTION: Cheryl • The Tone Kings and The Solar Powered Lunatics attending and performing (Chas' band) (beer, storage and a sandwich offered as payment). • Event runs 12–6pm; no time restrictions on performances. • Music only – no poetry. • Steve Thomas (ukulele) and Max Elmore to be invited. • Two acts required to start the live music. • Hard standing area needed for music; site visit to be arranged to plan layout. • Chas to coordinate all musicians. Power & Equipment • Generators required – approx. 3kw. ACTION: Katie • Chas can source a generator if essential. • Estimate needed for 2–3 generators, 3kw for hire. (Band, WI and bar). • Marquee and power: Cheryl to coordinate. ACTION: Cheryl Site Operations • Ian willing to assist with fencing and car parking if Norman can help. Katie to check with Norman. ACTION: Katie • Parking to be on rough ground. Facilities • 2 portaloos required, quotes to be sought – approx. £120. ACTION: Katie • Loo rolls to be purchased. ACTION: Katie Indoor Activities (Children's Area) • Caroline Paul – children's activities. Children must be supervised. CP to be invited to future meetings. ACTION: Katie • Candy floss: ACTION: Nick • Slush: ACTION: Cheryl • Sweet trolley: ACTION: Debbie • Face painter: ACTION: Hazel • Ice-cream van: ACTION: Hazel • Bouncy castle: ACTION: Hazel • suggested Children's pricing: £2.00; under 5s £1.00.
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		Banners & Promotion - Festival banners – open date quotes to be obtained. ACTION: Katie - Woolpack banner. ACTION: Barbara to get permission. - Kim at The House to be made aware of event. ACTION: Cheryl
Saturday, 5th September	CAR BOOT SALE	Moorlands confirmed – 7am to midday. THESE UPCOMING EVENTS TO BE REVISITED AT A LATER DATE.
Friday, 30 th October	Halloween Party	Nick and Hazel to decorate hall, further details to follow. Music THESE UPCOMING EVENTS TO BE REVISITED AT A LATER DATE.
Sunday, 8 th November	Remembrance Day	Remembrance lunch/drinks – cream teas and drinks cakes. Free entry. UPCOMING EVENTS TO BE REVISITED AT A LATER DATE.
Friday, 11 th December	Christmas party	Christmas Party with buffet (£10.00 adults / £5.00 children). UPCOMING EVENTS TO BE REVISITED AT A LATER DATE.

8. HALL BOOKINGS –

- General update not received from Sue.
- Christchurch Bicycle Club BBQ (12 July 2026) – **Cancelled.**
- Promo video for website – GV to confirm. **ACTION: Gavin.**

9. BUILDING MAINTENANCE –

- Bins and weekly schedule:** No business service available at present. Clarification required on whether GV is still placing the bins out. **ACTION: Gavin**
- New bins:** Confirmation needed on whether Nick (NH) has purchased the new bins. **ACTION: Nick**
- Door mats:** Specification and sizes to be sent to Katie **ACTION: Nick**
- Clock** to be reinstalled; suggestions required for location and installer **ACTION: Nick**
- Keysafe** has been purchased and installed. A key is to be placed inside for emergencies; access code available from Katie. **ACTION: Katie**
- Heating / Air Conditioning:** Get Taff's updated quote for replacement heaters and the front-door heater. **ACTION: Katie/Cheryl**

- **Cleaning arrangements:** Hazel to clean until a replacement found. Katie to put out a fb post advertising the vacancy. **ACTION: Katie**
- **Bench:** The external bench requires sanding and re-varnishing; ideas/options to be explored **ACTION: Nick**
- **Car park lighting:** Taff to be asked to resolve the car park lighting issue. **ACTION: Katie to contact Taff.**
- **Tables and chairs:** To be set out and put away for each hirer as part of standard hall operations. Hall hirers to set up and clear away. **ACTION: Sue**

10. HEALTH & SAFETY:

- PAT testing complete and DFP emergency lighting complete.
- Updated maintenance schedule circulated prior to meeting. No action required.

11. ANY OTHER BUSINESS:

- Operation Relentless – ASB - **ACTION: Cheryl to be revisited later.**

Next meeting 7th July 2026 – 7pm

APPROVED 09.07.26