

Draft minutes from meeting
held 9th July 2026
At 7.00pm at the Woolpack



SOPLEY PARISH HALL
PRIEST LANE
SOPLEY
HANTS BH23 7BA

1. Apologies for Absence

Apologies were received from Hazel, Sue, Barbara and Cheryl.

2. Attendance

Nick Hill, Debbie Holland, Gavin Vines and Katie Hughes were present – Barbara and Cheryl joined later.

3. Public Participation

No members of the public were in attendance one lady joined after public participation.

4. Minutes of Previous Meeting

The minutes of the meeting held on 2 June 2026 were approved. No matters arising were raised.

5. Trustee Application

It was noted that Debbie Holland has been added as a trustee with the Charity Commission.

6. Treasurer's Report

- Bank signatories update pending (GV). **ACTION: Gavin.**
- Katie's bank access and card reader have still not been reactivated to enable the square payment system to be in place ahead of 25 July. **ACTION: Gavin.**
- Current bank balance: **£14,231.10**, including **£380** due to SPC.
- £250 float issued to Barry McDonnell.
- Financial position: **£650.00 better off** overall this year than 2025.

Signed _____ Dated _____

7. Past Events

Quiz & Chips – Friday 22 May

- Profit from the event remains stored unavailable.

Future Entertainment

- Elvis is available on **16 October**; committee to consider booking for **February 2027** and not October has Halloween event is booked.

8. Future Events

Family BBQ – Saturday 25 July 2026 (1pm–4pm)

- Checklist to be followed. **ACTION: All**
- Gav to manage disabled access. **ACTION: Gavin.**
- Barry requires two tables and will transport bar stock.
- Card payment system issues to be resolved. **ACTION: Gavin.**
- BBQ from Rockingham; Nick to confirm arrangements. **ACTION: Nick**

Sopley Festival – Sunday 23 August 2026

- Moorlands confirmed and will produce flyers. **ACTION: Katie**
- Checklist to be followed.

All the following events will be discussed at future meetings :-

Car Boot Sale – Saturday 5 September 2026 - Moorlands confirmed; event scheduled 7am–midday.

Halloween Party – Friday 30 October 2026 - Nick and Hazel to decorate the hall Further details, including music, to follow.

Remembrance Day – Sunday 8 November 2026 Cream teas, cakes and drinks to be provided. Free entry. Further arrangements required.

Christmas Party – Friday 11 December 2026 Buffet: **£10 adults / £5 children**. Detailed planning to take place later in the year. Chas booked.

Signed _____ Dated _____

9. Hall Bookings

- General update provided by Sue.
- Church bookings not to be charged.
- Brian and Gary's (new regular hirer) map for fire exits is in the foyer.
- Confirmation required regarding completion of promotional video for the website.

10. Building Maintenance

- Update required on bins, confirm whether GV continues to place bins out. **ACTION: Gavin.**
- Nick will manage rubbish after events. **ACTION: Nick**
- Door mat specifications and sizes to be sent to Katie (NH). **ACTION: Nick**
- Clock to be reinstated; suggestions required for location and installer. **ACTION: Nick**
- Key safe installed and key present; remote systems to be reviewed. **ACTION: (CA/KH)**
- Heating/air conditioning: CA to chase quote with new company; works to be completed thereafter. **ACTION: Cheryl**
- New cleaner appointed: **Monika** – Katie to give her call and check she has settled in ok and see where her invoice is. **ACTION: Cheryl**
- Outside bench requires sanding and re-varnishing; KH to liaise with Patrick (Quirky Wood). **ACTION: KATIE**
- Emergency lighting remedial works completed on **02.07.26.**

11. Health & Safety

- PAT testing status to be confirmed and rebooked asap. Barry Mc querying whether all items were tested he has a man who will carry out the job in full.
- PAT testing invoice to be obtained from Gavin for previous contractor. **ACTION: Gavin.**

12. Any Other Business

- For info: Next live event at the Woolpack, scheduled for 6.30pm on Tuesday 14 July.

Date of Next Meeting

Tuesday, 28 July 2026 at 7.00pm

purely Festival meeting and to invite all people involved with the event.

Signed _____ Dated _____