Sopley Parish Hall Committee Meeting
Thursday, 10th September – 7.00pm
held at Woolpack

SOPLEY PARISH HALL
PRIEST LANE
SOPLEY
HANTS BH23 7BA

APPROVED MINUTES

APPROVED 14.10.26

1. Apologies for Absence

Apologies were received from Sue Lister, Cheryl Askew, and Gavin Vines.

2. Attendance

Present: Nick Hill, Hazel Hill, Katie Hughes and Debbie Holland.

3. Public Participation

No members of the public were in attendance.

4. Minutes of Previous Meeting

The minutes of the meeting held on 9 July 2026 were approved and signed by the Chair. No matters arising were raised.

5. Treasurer's Report

Katie reported a current bank balance of £15,198.54 (as shown at the end of the minutes) in the Treasurer's absence. Katie reported she still had the cash from the festival which needs to be banked of £700.00.

6. PAST EVENTS: Sopley Festival – Wash-Up Notes

Event Date: Sunday 23 August 2026

- **Punch & Judy:** Consider booking for future years;
- **Festival timings and days:** ideally a Saturday 1pm–4pm.
- **Dogs:** Issue noted; it was confirmed that NO DOGS was a stipulation of the venue.
- **Music & Entertainment:** Chas was great but others not so much. Explore alternative music options. Suggestion to use an entertainments company (Steve Wells).
- **Festival Date:** Date to be confirmed by January for the following August festival. Cheryl to book dates and for car boot sale.
- **Children's area –** Kids area great but no selling of old toys as comments were made re looking like a Jumble Sale.
- **Bouncy Castle:** Not providing their own generator; Hazel to source a better company for next year for Bouncy castle provision.
- **Alcohol:** General note regarding alcohol management.
- **Brass Band:** Issue raised regarding conduct of one band member. Band may be suitable for opening the festival only.

- **Food Stalls:** Recommendation to separate food stalls rather than grouping them in one area.

Future Events

- Bingo Night – Friday 16 October 2026 book with host and advertising to be done (Richard)
- Quiz Night – Friday 13 November 2026 book with host and advertising to be done (Baz H)

- **Advertising & Printing** - Katie will source options for reducing advertising costs by purchasing an A3 printer and laminator. Sharing the purchase expenses between the Parish Hall and Sopley Parish Council. She will review prices for:
    - A3 printer
    - A3 laminator
    - Laminated A3 sheets to enable in-house production of posters for wider circulation.

Upcoming Events

- **Friday 30 October 2026 – Halloween Party**
  Nick and Hazel will arrange decorations for the hall. Music to be provided by Steve. Nick to arrange. Decorations to be purchased before Nick and Hazel's holiday, with cover arranged for decorating the hall in their absence. Food arrangements to be confirmed. Katie will be away; Nick and Hazel return on the day.

- **Sunday 8 November 2026 – Remembrance Day**
  Remembrance refreshments will be held, offering teas, cakes and drinks. Entry will be free for all parishioners. Further arrangements are required. The WI have kindly agreed to assist with cakes and tea/coffee. Katie will manage the bar and open the hall for attendees.

- **Friday 11 December 2026 – Christmas Party**
  A Christmas Party will take place, including a buffet priced at £10.00 for adults and £5.00 for children. Detailed planning will be completed later in the year. Chas will provide Christmas-themed music. Hazel will oversee buffet arrangements. Three Christmas banners will be ordered by Katie, with placement planned on Ruth's and Debbie's fences and one other. Banner size confirmed as 8 ft × 2.5 ft (not 3 ft is too deep).

8. Hall Bookings

- Customer Invoice Query - concerns were raised regarding the handling of a customer's invoice enquiry, which had been managed in an unprofessional manner. The matter has now been resolved, resulting in the hall retaining £900 profit for 2026, with the potential for additional income in 2027. The Chair will speak with the Hall Manager regarding the issue.

- Capstan Hall Entry Proposal - A proposal was made to introduce a new Capstan remote entry system. It was noted that there is currently no keyholder list and limited knowledge of who holds keys. A grant application form has been provided to Nick. Nick will complete the application for half of the £3,600 cost, and match-funding options with Sopley Parish Council will be explored. Once completed, the application will be sent to the Parish Clerk.

9. Building Maintenance

- Bins and Weekly Schedule - clarification is required on whether GV is still placing the bins out. Nick will contact Hurn Recycling and Katie will NFDC regarding collection arrangements.
- Door Mats Specifications and sizes were sent to Katie.
- Hall Clock - The clock needs to be reinstalled. Suggestions are required for a suitable location and installed. It was queried whether the clock requires restoration.
- Painting and Decorating Quotes are required for internal painting and decorating. Barry Mc will be approached for a quote.
- Brambles and vegetation - Brambles around the building and in the car park have been cleared by Evan Elp Us (Baz H).
- Fire Exit Obstruction A gas bottle and slabs are currently blocking the fire exit. Baz Hughes will resolve this.
- Car Park Clearance - **Approval** was been given for the car park to be cleared by Baz Hughes.

10. Health & Safety

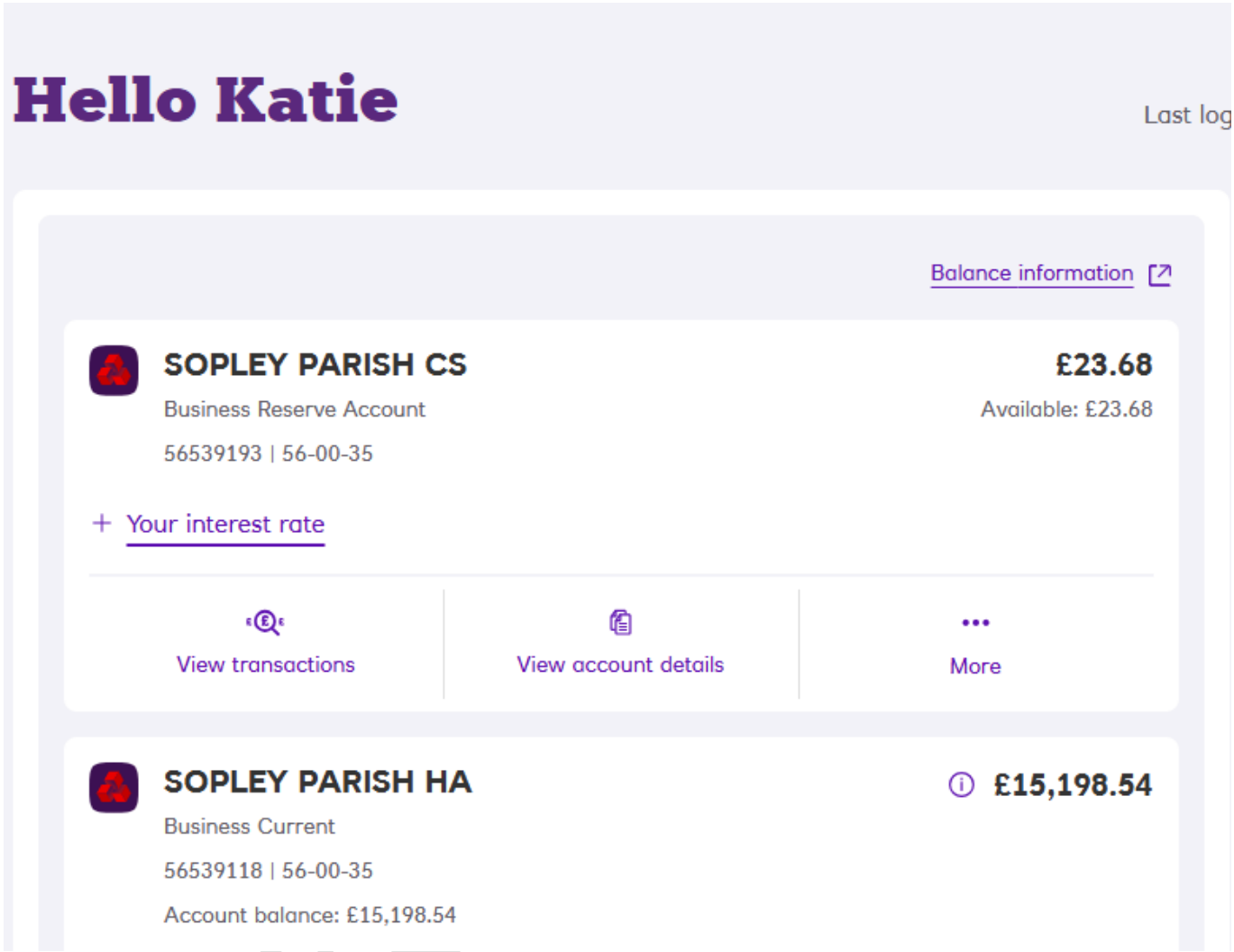
No issues were reported.

11. Any Other Business

- Consideration of a new committee member was deferred, as not all committee members were present.
- New mugs have been placed in the kitchen.
- New laminated posters highlighting the licensed bar and hall availability for hire have been completed, as requested by BM.

Next meeting Thursday, 8th October 2026 – 7pm at Parish Hall.

APPROVED 14.10.26



APPR

10.09.26 (KH) Signed (Chair)_____08.10.26