Sopley Parish Hall Committee Meeting

14th October – 7.00pm – Woolpack

SOPLEY PARISH HALL
PRIEST LANE
SOPLEY
HANTS BH23 7BA

Approved Minutes

1. **Apologies for Absence** - Apologies were received from Nick Hill.

2. Present:

Debbie Holland, Barry McDonnell, Gavin Vines, Katie Hughes, Hazel Hill and Cheryl Askew.

3. Public Participation - No matters were raised.

4. Minutes of the Previous Meeting and Matters Arising

The minutes of the previous meeting were approved.
Matters Arising:

- Quotations are being obtained for the redecoration of both halls and the foyer, including external window painting.
- Removal of net curtains and mirrors as part of the refurbishment works was approved.

5. Treasurer's Report

The Treasurer reported a current balance of £15,645.01.
Members considered the outstanding PWLB loan and agreed that it would not be repaid at this time.

6. Resignation and Appointment of New Member

Members noted the resignation of Sue Lister and recorded their thanks for her service. It was agreed that flowers would be sent on behalf of the committee.

The committee welcomed Barry McDonnell as a new member.

Members discussed arrangements for hall access and security. It was agreed that:

- A record will be maintained of all hall users and those responsible for opening and closing the premises.
- Regular hall users may be issued with a key where appropriate.
- The hall lock will be changed, and additional keys will be issued under the current system.
- New keys will be issued to authorised regular users following the lock change.

Action: Barry McDonnell to arrange for the lock replacement and provide 10 new keys.

7. FUTURE EVENTS

Friday, 16th October	**BINGO**	Hazel will arrange the raffle. Bar will be covered by hazel and Katie. It was agreed that existing stock in the fridges should be used before purchasing additional supplies. The hall will open at 6.00 pm to allow for event set-up. Katie will oversee admission and door duties. It was reported that 40 attendees had booked for the event.
Friday, 30th October	**Halloween Party**	Members agreed that Debbie and Cheryl would be responsible for decorating the hall. Decorations will include bunting, table decorations and other themed items, with Debbie providing a backdrop display. The bar has been booked and will be managed by Barry. It was noted that Chris Baker has been confirmed as attending. Attendees will be invited to bring their own nibbles. Members noted that Katie will be unavailable for the event. It was agreed that Cheryl will be informed when access is available to allow hall decoration to take place. Gavin has reserved a table for six guests. A bottle of wine will be provided as a prize, together with a voucher towards a Christmas party booking. Debbie will provide sweets and a prize for children attending. Admission was agreed at £3 per adult. Hazel will arrange publicity flyers for distribution in Burton. Cheryl will also place promotional posters in local shops in Burton and Bransgore. A budget of up to £100 was approved for event decorations.
Sunday, 8th November	**Remembrance Day**	Members discussed arrangements for refreshments following the Remembrance Service. It was agreed that tea, coffee and cakes would be provided, with free entry for attendees. Members of the WI were confirmed to provide tea and coffee service. Arrangements for cakes and additional refreshments will be finalised nearer the event. The hall will open at 10.30 am. A selection of biscuits will also be provided. Debbie will supply sausage rolls and assist with the arrangement of tables and chairs. Members agreed that flags and bunting should be displayed as part of the event preparations.

Friday, 13th November	**QUIZ NIGHT**	It was confirmed that the quiz master is booked The bar has been booked and will be managed by Barry. Hazel agreed to organise and oversee the raffle.
Friday,11th December	**Christmas party**	Members noted that Chas Band has been booked to provide entertainment for the Christmas Party. It was agreed that a buffet will be provided, with Hazel coordinating and preparing the food. A raffle will also be organised as part of the evening's activities and the boozy wheelbarrow will be arranged with donations of bottles. Admission charges were agreed at £10.00 per adult and £5.00 per child.

8. HALL BOOKINGS –

- Hazel will prepare a promotional video for the website and provide it to Gavin for publication. Photographs from hall events will also be gathered for inclusion on the website.
- Members agreed to investigate a subscription to **Go New Forest** as an additional promotional platform.
- Local advertising arrangements will be reviewed. **Action:** Gavin to consider further opportunities for local promotion.
- It was agreed that attendees should be asked how they heard about events at the hall. Members also discussed promoting social media engagement, including offering a prize draw for sharing and commenting on event posts. Feedback will be sought on the types of events residents would like to attend in the future.
- It was agreed that Hazel's details should be added to the fb hall page.
- Members discussed hall security and access arrangements. It was noted that there is currently no formal keyholder register and uncertainty remains regarding the number and location of keys in circulation. The introduction of a new entry and key management system for Capstan Hall will be considered after SPC's review of applications.
- The lighting in Festival Hall was reviewed. Members agreed that brighter lighting may be required and that replacement higher-output bulbs should be investigated. **Action:** Taff to assess options for improving the lighting levels within the hall.
- Suggested date for putting up Christmas decorations 29th November 2026.

9. BUILDING MAINTENANCE

- Members agreed that an additional recycling bin is required. **Action:** Katie to purchase a suitable bin at an estimated cost of £35.

- The provision of new entrance mats was discussed. Specifications and dimensions will be provided to Katie to enable quotations to be obtained. Dan will be given access to take measurements and provide cost estimates. Members also noted the need to review flooring in the kitchen and bar areas to ensure safety standards are maintained.
- It was agreed that the clock should be offered to **John Eccles**. **Action:** Katie to contact John Eccles regarding this proposal.
- Members agreed that quotations should be obtained for painting and decorating works within the hall.

10. HEALTH & SAFETY

- Bullying and Harassment Policy to be circulated to all members. **Action: Katie to circulate.**

11. ANY OTHER BUSINESS

- CA reported on progress with the community WhatsApp group.
- Members agreed a budget of £200 for Debbie and Cheryl to purchase themed decorations intended for use over a few years. Christmas decorations are expected to be installed before 5 December, with 29 November at 1.00 pm suggested as a possible decorating date. Arrangements for removing decorations following the festive period will be confirmed. Hazel will seek donations of vouchers from local public houses and will organise prizes for the wheelbarrow raffle. Raffle tickets were agreed at £5 each.
- Members received advance notice of a private surprise party planned for 24 October 2026.
- Initial discussions took place regarding booking dates with Moorlands in 2027, with further details to be considered at a future meeting.
- The installation of signage for the hall bar was discussed. Action: Debbie to provide the necessary details to enable the sign to be produced and future events to be promoted more effectively.
- Members discussed reducing the bank within the car park to improve visibility and access. Action: Dan Shutler and Norman to investigate the feasibility of the work.
- It was agreed that the hall fridges and freezers should remain switched on.

Next meeting 3rd November 2026 – 7pm – venue tbc

← Statements & transactions

Transactions

Select an account

Balance information

SOPLEY PARISH HA — **£15,645.01**

Business Current

56539118 | 56-00-35

Account balance: £15,645.01

Showing: All transactions, from 14 Sep 2026 to 14 Oct 2026

Search

Pending transactions (0) View

Your transactions

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Date	Type	Description	Paid in	Paid out	Balance
12 Oct 2026		SODEN KL	**+£90.00**		£15,645.01
12 Oct 2026		GARY BARCLAY	**+£162.00**		£15,555.01
07 Oct 2026		SOPLEY P COUNCIL		-£128.97	£15,393.01
06 Oct 2026		LITTLE DAHLINGS LT	**+£48.00**		£15,521.98
05 Oct 2026		SOPLEY P COUNCIL		-£17.99	£15,473.98
02 Oct 2026		J MITCHELL	**+£216.00**		£15,491.97
30 Sep 2026		SOPLEY P COUNCIL		-£150.00	£15,275.97

14.10.26 (KH) Signed _____ 09.11.26