



Charity N^o 1209154

Minutes of the monthly Capel Community Trust meeting held on Monday 23rd September held in the library.

Present: Sarah Smy (SS) Gareth Millar (GM), Larissa Goldsworthy (LGO) Jon Bunkell (JB) Chloe Mathews (CM) Tom Maidstone (TM) Harry Pike (HP) Carly Holton (CH)

Apologies: Chris Whitley, Linda Garrod, Derek O’Galligan.

Members of the public:

Approval of minutes July 2024

Proposed by **JB** Seconded by **GM** voted and agreed by all.

1: Democratic ¼ hour

Carly Holton, asked to join the Trust as a new Trustee. Proposed by **JB** second **LGO** all in favour, all greed.

2: Matters Arising from last minutes

2.1 Action points were discussed. Please see below for details of each point.

Key

1 Ongoing

Initials	Action
LGO JB	High Level cleaning lower clock in hall.
CW	Flood lights
SS	Battery packs Grants funding opportunities
CW	Play parks snags.
CW	Review of solar panels
GM	Sky in Bar
JB TM	Advertising on TVS in Bar
HP	Box in pipe hall door
JB LGA	Library project
LGO	New cleaning company second quote
CW	Review of solar Pannels
LG	Review Gully Jobs List for trust
SS	Speak to solicitors advise on Association round up.

CW	Constitution legal documents send to JB for website update and stored for future refence.
TM	Send over prices for NYE event at bar .
LGO	Plumber for men's toilets family bar

3. Dates for 2024 Calendar

- Colour run Sunday 23rd June – (in conjunction with the Capel cheetahs)
- Capel fest 13th July
- Bonfire Night 2nd November
- Christmas float 6th, 7th, 8th December
- Christmas market 23rd November

4: Finances and Special Purposes

- July and August slightly quieter, monthly hall hire still good.
- Capel fest all done and rounded up.
- Fireworks payments now starting to go out, water bill has been paid and was £14K this to go back to insurance to claim **SS** to speak to **CW** as he dealt with insurance.
- **SS** read an email out she had sent Treasurer of Association with regards to closing the final accounts for them with that it showing like the treasurer had paid herself redundancy money from the account. **SS** sent an email 2/3 weeks ago questioned the matter as to why it was paid as all staff were invited over via TUPE to the new company. This was briefly discussed and was agreed that **SS** should seek advice from the solicitor as well as sending another follow up email to the treasurer. **SS** to report back to Trust once she has taken advice and if she gets a response from Association Treasurer.

5: Hirers, Customers and Administration

- Hall hire and Pavilion hire going well, few new people being booked in at pavilion, new yoga lady booked in hall on Sunday nights.
- Christmas market going well, 22 stalls currently booked, **LGO** to buy some new decorations for tree and hall to make more festive on the day.
- Friendship café who currently use copdock hall, from January will be booked into vine lounge every two weeks on Wednesday hoping to get more people from village to attend, they also put on a free Christmas meal in December for all the people that attend so will use the hall and kitchen for this.
- Cleaning of the Community Centra and Pavilion isn't great, **LGO** read from email complaint how dirty the hall looked and have feedback from a few groups using pavilion and hall that the community centra doesn't look or smell clean. **LGO** had one quote which she shared with the group, will get second quote in before next meeting. Complaints about the cleaning will all be logged for feed back to the current company.
- **LGO** and **GM** had a meeting with a proposal to hold football camps at the playing field and pavilion in the holidays the camp would run for two consecutive days in row, price agreed for this hire was £120 per pay.
- **LGO** to send **HP** dates to finish boxing in pipe work in hall.

6: Property and Assets repair and maintenance

- Not a lot to report, signs back up at pavilion, replacement manholes have been ordered.
- Men's toilets family side keep flooding, **LGO** to contact a plumber to get this looked at JB to send over details.
- Light in door next to library to be replaced, has been reported.
- Gullys job list to be updated by **LGO** followed by a meeting so all jobs are being done and ticked off.

7: Hall Users

- Grant applications.

8: Bar

- Meeting with Greene King few new drink changes going on at the bar, Real ale review in October to plan next 3 months. Sent some new wine samples in to try so can review and change wine.
- Staff meeting all went well, all seem happy they have been given a new check list of what should be done when setting up and closing bar.

- New alarm system is now in.
- Extra staff to be put on busier shifts like open mic and bingo, the bar is getting a lot busier, so extra help is needed on some shifts.
- **LGO** as bar manager is asking for more hours as the bar manager, currently does 5 hours per week which was agreed back in April, she will step down from doing her shifts at bar to have more time for the bar manager role with bar becoming more busier and more jobs to do needs more hours to get all required jobs done. Trustees agreed up to 15 hours per week, to keep a note in on hours and send them over with the bar staff hours.

9: Playing Field

- Not a lot to report, bigger bin is working for the rubbish at the pavilion/ playing field. Tho still getting rid of rubbish from Capel fest, this to be looked at for next event, possible maybe a skip to be used for that event.
- Bark in play area has been looking a mess **JB** has been and cleaned it a few times, Gully to be do checking this.
- Mr Day has cleared along the fence which looks much better.

10: Parish Council

- Two new councillors have joined the parish council.
- EV chargers for car park, Julie Laws to send details over to LGO to circulate for Trustees to look at.
- Police have upped patrols in village.
- **SS** to have a Capel fest round up meeting, will let Carly know so if people want to attend they can.
- **LGO** to send July minutes to Derek.

11: Chris

- Not Present at meeting.

- **12 Projects**

All on Trello and being ticked off at a rapid rate.

13 Any other Business.

- **SS** has started the hand over to LG for when she steps down at the end of the year.
- **JB needs** all documents sent over to him from **CW** so all changes to website can be done.

Meeting closed 21.00

Next meeting to be held on Monday 28th October 2024 07.30pm in the library.