



Charity N^o 1209154

Minutes of the monthly Capel Community Trust meeting held on Monday 28th October held in the library.

Present: Chris Whitley (CW) Gareth Millar (GM), Larissa Goldsworthy (LG) Jon Bunkell (JB) Harry Pike (HP) Carly Holton (CH) Linda Garrad (LGA) Derek O’Galligan (DG)

Apologies: Sarah Smy, Tom Maidstone, Chloe Mathews. Linda Garrod.

Members of the public:

Approval of minutes September 2024

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

1: Democratic ¼ hour

CW Proposed Tom Maidstone, Harry Pike, Carly Holton be voted onto the new CIO. Second By **LGA** all in favour, all agreed.

LGA raised that now **JB** has come back to the committee, will he resume the position of vice chair.

CM had stepped in while **JB** was away, All agreed he will resume the position of vice chair.

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
LGA	Waiting quote for high level cleaning .
CW	Flood lights
CW	Playground repairs email to be sent.
JB TM	Advertising tv in bar deferred till February
HP	Box in pipe in hall
JB LGA	Library project
LG	Cleaning update.
LG	Review and meet Gully for jobs list.
GM	Sky update, proposal has gone in waiting for reply.
LG CH	Meet to discuss questions for local police officer,
LG	Quotes to get drains jetted.
SS	Formal letter to be sent to Association.
LG	Furniture vine lounge

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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

- No Report **SS** away.

5: Hirers, Customers and Administration

- Hall hire and Pavilion hire going well, new group booked in the library every Wednesday.
- Christmas market stalls up to 24, new decorations have been brought to try and add more festive spirit to the event.
- **CH** asked if there any questions the Trust want to ask the new community police officer, it was agreed **LG** and **CH** would meet to put questions together and meet the officer and will report back to trust.
- **LG** to meet second cleaning company on Friday 1/11/2024 for second quote.
- Quote to be sent on Trust group and action to be taken moving forward with current cleaning company.
- Drains have been looked at, was suggested the drains in library all need to be jetted and cleared as will be recurring issues. **LG** to get some quotes and get booked on ASAP. **LG** to speak to library manager as may have to close for two days for work to be carried out. Update to be put on Trust group.

6: Property and Assets repair and maintenance

- Not a lot to report, the shower at the pavilion will be fixed on 31/10/24.
- Gully is currently fixing furniture at the pavilion.

7: Hall Users

- Grant applications update.
- The hall stage doors need to be changed as they are a health and safety risk, was briefly discussed what the best options would be. The doors to be taken out after 11/11/2024 due a wedding in the hall, possible that curtains can go up instead. Look at other options and get prices in.
- High level cleaning, waiting on a quote from an outside company, high level cleaning ideally to be done twice a year.

8: Bar

- Kids Halloween party 30/10/24, 50 tickets currently sold. Christmas kids party has been booked for 21/12/24. NYE event has been booked, just putting together tickets and posters to be advised.
- Started planning events for next year.
- BT land – Bill had been sent to Association, but given back to us, was agreed that Association needs to shut account down as its all in their name.

9: Playing Field

- Last cut has now been done on playing field.
- New football camp starts at pavilion / playing field this week for half term, hopefully will be recurring booking in half terms if works well. **LG** to update.
- Bowls green bins always full, was suggested gully wheel bin over to empty them, gully job list to be finalised with **LG** and **JB** with regular jobs and seasonal ones. Current list being put together then follow up meeting.

10 Parish Council

- Precept first draft is 27/11/24

11: Chris

- Water bill for £14,000 has been paid, Meter readings and pictures have been sent to Anglia water for a rebate of the money, waiting for a response from ever flow who are dealing with the matter, currently is ongoing situation.
- Bollards still waiting to be delivered should be in the next few weeks.

- **12 Projects**

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

13 Any other Business.

- **LGA** Vine lounge chairs and tables very overcrowded with no space to move, **LG** to look at changing and moving round.
- **JB** Safeguarding to be signed off, Short of helpers on bonfire night if any one can help between 4.45pm and 7pm would be great and to let him know.
- **JB** Christmas float and bar licence all done, still waiting on new card machines for bar.
- **CH** and **LG** to meet with local police officer.
- **LGA** coop grant has be denied they wanted more evidence, will go ahead with library project doors and try and get funding, survey to de sent round for this. JB also suggested about adding this to the community new document what would people want to see done in the community etc.

Meeting closed 20:56

Next meeting to be held on Monday 25th November 2024 07.30pm in the library.