



Charity N^o 1209154

Minutes of the monthly Capel Community Trust meeting held on Monday 25th November held in the library.

Present: Chris Whitley (CW) Gareth Millar (GM), Jon Bunkell (JB), Harry Pike (HP), Carly Holton (CH), Linda Garrad (LGA), Derek O’Galligan (DG), Sarah Smy (SS), Tom Maidstone (TM).

Apologies: Chloe Mathews & Larissa Goldsworthy

Members of the public: Sandra Bumphrey (entered at 7.45pm)

Approval of minutes October 2024

One correction noted: "BT land" should be "BT land line."
Proposed by **SS** Seconded by **JB** voted and agreed by all.

1: Democratic ¼ hour

Sandra asked if we were any further forward on a decision on changing the library doors. LGA explained that the costs were quite high and funding wasn’t yet in place to progress, but it was high up the Trusts agenda to sort. Sandra was going to see what funding could be secured from FOL.

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 Communicated with Nick, who is recovering from a broken leg. Nick suggested pushing the project to January when he is available. Discussion on sourcing a lighting unit for a prototype.
CW	Awaiting report back from Kompan on repairs required and warranty
JB TM	Advertising tv in bar deferred till February
HP	Box in pipe in hall
JB LGA	Library project
LG	Review and meet Gully for jobs list.
GM	Sky update, proposal has gone in waiting for reply.

JB/GM	Get a lighting assessment for the playing field
LG/GM	Find out when new cleaning company can start and progress change
TM	Do we have access to Amazon Prime for Sport
CH/LG	Meet with Police Rep - 13 th Dec 3pm (anyone welcome)
LG/GM	Arrange for the drainage to be jetted and co-ordinate with library users
GM	Provide furniture costs for replacement tables at pavilion
GM	To attempt to access online banking for the Trust account
GM	To investigate thermostat issue at pavilion
CW	To progress the re-siting of the memorial tree/plaque for Cllr Amos
	Obtain quote for new rail and curtains to replace stage doors

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

- A letter asking for clarification on redundancy payment had been sent.
- Accounts showing loss of £16k, but with explanations around extraordinary items provided by SS
 - No Association rent received since April 2024
 - Large waterbill due to the leak within the Community Centre
 - Final legal fees attached to the CIO creation and change over
 - CCTV was a one off expense
- Accounts for the new Ltd Co also presented, showing a profit of £64k
 - Turn over from May - Oct was £140k and it was noted that previous T/O was around £150-£160k for the year. This couldn't be taken as a true comparison due to figures being gross and nett of VAT.
- CW Advised discussions were ongoing to get money back from water company, but no one was really taking responsibility. He will continue to push for action.
- SS Advised VAT Registration was effective from 1st Oct for New Ltd Co.
- GM questioned VAT application to ticket sales and it was suggested that the Trust need to ensure ticket sales are not put through the Ltd Co account were possible otherwise VAT would need to be paid on the sale.
- DOG shared some info on VAT from the Parish Council
 - PC can recover VAT on certain purchases if proper procedures are followed
 - Invoices must be in the PC's name
 - Business between the two organisations needs to be kept formal from an accounting perspective. Contra's should be avoided.
- SS summarised with currently running at break even or a slight loss and the Trust should look to maintain a buffer until things stabilise. This could take another 12 months.

5: Hirers, Customers and Administration

- LG Absent and no report provided
- Cleaning Contractor - GM proposed that we should use the cheaper quote provided in tender and they should be installed by 1st Feb at the latest. LGA seconded. All in favour (added to action points)
- SS stated feedback from the Christmas market had been good and the event well supported.
- Marketing strategies were discussed for future events. JB had a basic blueprint that it was felt could be used as a starting point.

6: Property and Assets repair and maintenance

- Bar staff entrance lights are fluorescent tubes and slow to come on which causes an issue with disarming the alarm.
- Lights in bottle store have been replaced with LED battens
- Lights in cellar to be replaced with LED battens
- Family bar outside porch light has failed. Will be replaced with an LED bulk head
- 2 x lights in the hall have failed. We need to contact the installers to replace them
- Boxing in, stage doors, door closers to be completed this Sunday afternoon
- Bollards have arrived and stored behind the shed. Frankie is putting the wheels in motion for the installation
- One of the new brollies has been damaged in the Community Garden and GM is looking in to spares
- Showers at the pavilion to be fixed this week

7: Hall Users

- LGA provided an update on grant applications.
- CIL are taking forward a funding bid to see the best way it can be applied for
- Stage doors can not be replaced with OP curtains so will require a quote for new rail and curtains
- Quote of £1500 received to polish the stage floor and make good

8: Bar

- Licence transfer now complete. We show Capel Village Bar as the licensee and Capel Community Trust as the DPS for both sites
- LG Transferred Coca-Cola and Adnams accounts into new name
- LG to progress the account changeover from Greene King
- LG/JB met with Greene King - no planned changes this side of Christmas
- Will arrange a separate meeting for CapelFest Bar for 2025 event
- Bar staff reducing as one staff member relocating
- Pricing/margin review down to a product level will be complete over the next few months

9: Playing Field

- GM suggested that the tables in the pavilion had served a purpose for one main user, but now other users were hiring the space they were not ideal. It was agreed to investigate the cost of replacement, more suitable tables
- JB requested some of the chairs from the pavilion were redeployed to the family bar to replace broken furniture in there, until a more long term plan was progressed. There was no issue with this happening.
- CW stated that the heating was set on a timer but seemed to be hot more often than not. GM agreed to look into the cause of this.

10 Parish Council

- **DOG** said there wasn't a lot to report from the PC
- The precept meeting was to be held on 27th November and it was confirmed that the Trust's request had been received
- SS provided some feedback regarding the behaviour of an individual PC meeting she attended. It was noted by DOG, but ultimately the behaviour of Councillors is a matter for the Chair..

11: Chris

- A discussion around bank signatories and disaster management was held
- It was agreed that LGA should be the signatory on the bank account as the treasurer and GM was the second signatory as back up.
- GM should also attempt to access the bank account incase LGA is not able to (eg. Holidays)
- CW proposed the JB should be able to charge the Trust for use of his Van as a result of recent repair bills following Trust use. It was proposed that JB invoice per mile for short term use and any longer term use was charged at a rate typical for daily van hire. ?? seconded and all voted in favour.
- CW provided an update on the memorial tree that had to be relocated and that has subsequently died in memory of Cllr Amos. He had reached out to family members but had heard nothing back. He would attempt

once more but failing that proposed the plaque was relocated to the nature reserve where the PC were planting new trees. There were no issues raised with this proposal.

- **12 Projects**

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

13 Any other Business.

- **CH** Reminded trustees of a consultation being held in Copdock regarding SCC proposed Walking/Cycling Route between Capel St Mary and Ipswich.
- **JB** Reminded Trustees that the Christmas Float was happening over the weekend on 6th, 7th and 8th December and could they each advise on their availability to assist

Meeting closed 21:01

Next meeting to be held on Monday 16th December 2024 07.30pm in the library.