



Charity N^o 1209154

Minutes of the monthly Capel Community Trust meeting held on Monday 16th December 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). Chloe Mathews (CM) Larissa Goldsworthy (LG)

Apologies:

Members of the public:

Approval of minutes November 2024

Proposed by **LGA** Seconded by **CW** voted

- 1: **Democratic ¼ hour**
- 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
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	Meeting cleaning company 18/12/24
GM	To attempt to access online banking for the Trust account
CH/LG	Meet with Police Rep – January (anyone welcome)

LG	Contact company to descale drains at community centre for quote.
CW	Speak to Steve Trust accounts.
CW	Deadline for response from Treasure from Association
LG	Send email to hirers for stage repair date.

3. Dates for 2024 Calendar

- Colour run Sunday 23rd June – (in conjunction with the Capel cheetahs)
- Capel fest 19th July
- Bonfire Night 1st November
- Christmas float 12th,13th,14th, December
- Christmas market 29th November

4: Finances and Special Purposes

- **SS** handed out report.
- Handover of treasure role to **LGA** has now been done, **SS** will still be on hand if she has any questions.
- **SS** suggested that Kelly who does trust accounts does the year end and takes over from Steve. **CW** to speak to Steve to see if he wants to carry on with accounts.
- Have received response from Treasure from association regarding redundancy pay, they are seeking advice from solicitor. **CW** to send an email with regards to have a response by end of December.

5: Hirers, Customers and Administration

- Meeting new cleaning company, Wednesday 18th 2024 for a second quote, due to the other cleaning company closing their business. Will send new quote over to Trust once have it.
- Drains at community centre have been cleared, both kitchens were also blocked and now have been cleared, there recommendation was to descale the main drains that run-into library to help. They will send me contact details of the company to use for this.
- Pavillion Drains have also been cleared, all three drains were blocked and backing up in building. Contact drain company if we have any more issues, they can use camera to see if there are any more problems.
- Hall hire all going well, showing more people the pavilion to hire.
- Library manager has asked to change tables, as ones in library are very hard to move, we suggested moving a set from the hall that are on a trolley into library.
- Meeting with local police officer moved to January.

6: Property and Assets repair and maintenance

- Cellar lights have now been replaced.
- Porch light has been replaced.
- Stage doors removed, boxing in complete, just needs to be painted.

7: Hall Users

- **LGA** provided an update on grant applications.
- **LGA** proposed for the stage to be repaired quote was £1350 plus VAT, second by **CW** all in favour all agreed. **LGA** will speak to **LG** when booked so can email hirers.

8: Bar

- All going well, bar assessment has been done only changes are, secure gas bottles, ice scoop to be in sealed box, thermometer in cellar, which has all been done, check in 3 months times other than that passed with flying colours.

- CruzCampo will be installed before Christmas replacing Carlsberg.
- Events being planned for next year, music on patio, petting zoo in the February half term advertising to be done.

9: Playing Field

- **GM** proposed for the pavilion tables to be changed to ones on a trolley, second by **SS** all in favour all agreed.
- **GM**, has spoken to the head at Capel primary school, they are hoping to get extracurricular sporting activities up and running again, he proposed sponsoring a kit, The parish council have sponsored money already .**GM** proposed £250 as sponsor money, **CH** seconded, all in favour all agreed.

10 Parish Council

- **DOG** precept has been agreed and he shared the figures for pots of money.
- **CH** attend public consultation -cop dock to Capel st Mary wheeling and cycling route, the person at meeting didn't really have any answers to questions that were asked.

11: Chris

- Not a lot to say apart from thank you to everyone for the hard work that has been done this Year.
- This is **SS** last meeting as she is leaving the Trust thank you for all her hard work. Have a merry Christmas and a happy new year.

- **12 Projects**

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

13 Any other Business.

- **SS** will still help with future events.
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Meeting closed 20:46

Next meeting to be held on Monday 20th January 2025 07.30pm in the library.