

# Capel Community Trust Minutes

**Date:** 22<sup>nd</sup> September 2025  
**Time:** 19:30  
**Location:** Capel St Mary Library  
**Present:** Jon Bunkell (JB),(Linda Garrad (LGA) (via Zoom), Tom Maidstone (TM), Harry Pike (HP), Larissa Goldsworthy (LG), Rob Holton (RH), Chris Whitley (CW), Carly Holton (CH), Dereck O’Galligan, Ian Clayden (IC)  
**Apologies:** Gareth Miller (GM) but report and comments submitted in advance.  
**Members of the public:** No one present

## 1. Approval of the previous month minutes

- No corrections.
- Proposed by JB, Seconded by LGA, All in favour.

## 2. Democratic ¼ hour

- No one present.

## 3. Matters Arising

Date Logged	Owner(s)	Description	Status	Expected Close
22/09/25	LGA / CW / JB	Letter to bar for (Rent Agreement to Trust)	In Progress	
	CW	Bowls club extended Lease (Waiting to hear back)	Awaiting Response	
22/09/25	DG	Speak to gully to maintain new plants for playing field	New	
22/09/25	TM	Posters for Christmas market	New	
	JB / GM / HP	Internal walk around with Gully to identify jobs.	Deferred	
22/09/25	TM	Advertise band for bar for October and on socials	New	

#### 4. Events & Marketing (JB / LG / TM / CH / RH)

##### CapelFest 19<sup>th</sup> July 2025

Despite the weather working against us, Capelfest 2025 turned out to be another success!

Although ticket sales were down on the previous year, the committee have concluded this was mainly due to the poor weather, and possibly due to the line up the previous year affecting us.

However, once the worst of the weather had passed, it turned out to be a fabulous evening which saw a good crowd dancing into the night.

Profit from the event is £1,400 which we were pleased with as the weather was not in our favour.

Whilst this was the lowest profit in the 3 years we have been running, we felt as a committee this year solidified the previous 2 years and was our best yet in terms of set up and organisation.

We did have doubts on whether there would be a CapelFest 2026, but it has been agreed that the committee will continue.

##### Future Dates

Date	Owner	Event	Location
31/10/25	LG / JB	Halloween Party	Hall
01/11/25	JB	Bonfire Night	Playing Field / Hall
22/11/25	LG	Karaoke	Vine Lounge
29/11/25	LG	Christmas Market	Hall
12/12/25	JB	Christmas Float	
13/12/25			
14/12/25			
20/12/25	LG / JB	Kids Christmas Party	Hall
31/12/25	TM / JB	New Years Eve Party	Hall
04/04/26	LG	Kids Easter Party	Hall
11/07/26	LGA	CapelFest	Playing Field
31/10/26	LG	Kids Halloween Party	Hall
07/11/26	JB	Bonfire Night	Playing Field
19/12/26	LG	Kids Christmas Party	Hall

##### Discussion

- Christmas market advertising to be done LG to get TM to do posters.
- Kids Halloween party and Christmas party dates been booked, if anyone wants to help and get involved.
- IC suggested what else can we do promote more events that we put on at the fireworks event. It's difficult to do this at the playing field due to logistics but we could do something at the free family disco. In addition, a-boards have been placed outside the Community Centre.
- CH mentioned that the bar opening hours were quite small on the boards. We will improve for the next update.
- Music on the patio was success in August.
- CapelFest - still some items related to CapelFest in the garage - is there a plan to remove these as concerned they will be damaged.
- CH proposed a comedy night event seconded by JB, all thought was a great idea and voted. Date has been booked for February, Ticket prices to be confirmed.
- CapelFest2026 – LGA has taken over the organisation of CapelFest 2026. Some artists have been booked; an initial meeting has taken place and is happy to answer

any questions. LGA would like to reiterate again what a value for money event this, 500 to 600+ people can't be wrong. More publicity going out on socials to advise what is included in the ticket price. Other events charge extra for children's activities on top of the ticket price and are only valid for a short amount of time in comparison to them what we put on is amazing! As well as the inflatables and merry-go-round, Francesca and her team, work so hard with activities all day in the Tipi. This year we are including a silent disco for the 12+ age group too!

## **5. Finance (LGA)**

**Hallmaster invoices update** - Thus far we have received £4575.25 from unpaid invoices chased with assistance from Larrissa, another £2125 should reach the account by end of September. Invoices prior to Larissa taking over have proved too difficult to allocate payments too and I have taken the decision to write these off. August 2023 to current date invoices are still being chased.

**Stage Curtains** - Deposit has been paid and should be fitted by mid-October. Some repairs to the woodwork are to be undertaken prior to fitting.

**Facilities Manager Wages** - Accountant has changed way the Facilities manager wages are repaid back to the bar where they are paid on the payroll. They will now be taken out of the 95% profit quarterly as an expense. I can forward the email to any trustees that want to see it.

**Bar Rent** - The quarterly 95% profit to July has been paid over to the trust - £2792.08. This is down due to the accountant moving the facilities manager wages into salaries due to the change. See attached profit & Loss for the quarter.

Trust v CVB Ltd agreement has been discussed with CW, JB & GM I would like to get this signed off at this meeting to keep on file please. We need to write in a review date of January 2026. I have an informal document saved on file until this is done. JB to circulate document again for review.

**Account Status** - Bank balance looking healthy. I still have money to pay over from old account to new as some people are still paying into this, hoping we have got through to them all now! They don't all read the emails or invoices it seems before paying which is why it has taken so long!

**2026 Precept Request** - Precept meeting has been arranged with me JB & GM for Monday 8th October to finalise details and get submitted to the PC.

**Grants** - Finally, library doors have been fitted and after some teething problems are working well. I am having a plaque made to thank the grant contributors. I need to advertise this on social media too and hopefully in the press. I need to get feedback from various groups who use the facility as part of the grant agreement. I am working on this and have ask Jon to assist with the socials. I have thanked Greg on behalf of the trust he has moved electrics and fitted a new light over the main entrance door without charge.

I have gained lottery funding for the main library and foyer doors of £11,545.18, with the other £2,500 we have £14,045 so far. I needed 70% funding to apply for the CO-OP grant which was turned down initially as I did not have that amount. I have contacted them, and they are looking for other funding pots that may help (I may not need this now if Councillor Hall's grant comes in). I am also waiting to hear back from Hadleigh Freemasons for another £2,000. Councillor Georgia Hall has applied for a locality grant of £4,500 for the doors & I have received an email from the council asking questions about the project which I have answered.

Total Main door project cost	£20,422
Less grants gained so far	£14,045
Georgia Hall Locality fund	£4,500?
Possible Freemasons	£2,000?

LGA proposed that if we are unsuccessful in the Freemason Grant, would the trust underwrite the balance. Seconded by JB, all in favour.

#### **6. Hirers, Customers and Administration (LG)**

- All going well, with groups and people hiring the facilities, at 95% full on hall hire.
- Hire increase meeting, with 2026 prices agreed LG to email round to trustees. Emails to be sent to hirers in October ready for January Bookings.

#### **7. Property, assets and maintenance (JB / GM / HP / LG)**

- Emergency Access No Parking signs put up at the playing field.
- Second set of doors between library and hall foyer removed. Some making good to be done.
- Floor levelled in between library and hall foyer.
- Trampoline at the playing field park completely removed to clear all bark and mulch from underneath.
- Fire exit doors in hall trimmed up.
- Curtain track between the library and hall foyer replace to work around the new automated doors.
- Remedial painting to corridor in pavilion completed.

#### **8. Projects (All)**

**Library Lighting (JB / LGA)** – All fluorescent tubes replaced in the Community Centre. Old tubes have been taken to the dump. When the high-level cleaning was completed, they knocked one of the diffusers off which had smashed. Trying to source a replacement but no luck so far.

**Community Centre Toilets (JB)** – JB met with Rich on 10<sup>th</sup> September he is pricing both sides and each area separately to match the finish at the Pavilion. Hall gents we can probably add an extra urinal and reduce the space used for sinks to help with functions. Hall ladies we will remove the additional entrance door and stud work wall. Vine Lounge quoting for direct replacement, but we are also investigating the possibility of reconfiguring the entire setup to support disabled toilets. We can achieve this by stealing 6 inches from the existing ladies and gents' toilets. This depends on whether the existing walls are structural as they will have a big impact on cost but might open some grant funding.

Quote Received 21<sup>st</sup> September 2025. We have a fully itemized breakdown of the work, but I don't feel it would be correct for this to be included in the minutes as it's commercially sensitive.

**CCTV / Power Supplies / Floodlights (JB / GM)** – JB met with sparky on 15<sup>th</sup>, 17<sup>th</sup> and 19<sup>th</sup> September for exploratory work to identify the various cables runs. This will allow him to come up with a proposal for installation of the power sockets. Awaiting update / proposal.

GM has applied for funding for portable floodlights and am now awaiting a response.

**Bar Opening Hours (JB)** – Done and added to the “Our Facilities” page. Also mentioned coffee shop and dog friendly Tuesdays.

**Access to accessible WC from both bars. (RH)** - Rob to draft policy based on current regulations.

**Community Centre Garden Shade (GM)** - Gareth to get prices on 5 additional brollies.

**Family Bar Revamp (LG)** - Larissa to come cost out and supply to Trustees for consideration.

**Reroute Solar Cable (JB / GM / LG / HP)** - Maintenance Team to pick this up.

**Village Hall Foyer Revamp (CH)** - Carly to put shout out on social media to find an interior designer.

**Paint Containers / Teen Shelter (RH / HP)** - Chris has the paint. Rob and Harry to complete and manage this.

**Play Area Fence Softening (DO)** - Derek / Jackie have provided a spec for the planting.

Tom has received a quotation from the Bypass Nurseries for supply of the plants. Some seasonal so not currently available.

GM - Just ensuring the concern around bigger trees being planted by the play area at the field had been noted.

**Youth Engagement (CW / TM / HP)** - Work on this along with other third parties that expressed an interest.

**Community Bus (RH)** - Rob to present at the next Trust meeting.

**Rebranding (CH / TM)** - CM sent round branding update, all agreed to push forward with this more so for the bar branding and signage. CH proposed £300 for logo design, JB seconded all in favour.

**3G Pitch (CW)** – Awaiting Report

#### **9. Hall Users Representative**

- Nothing to report

#### **10. Bar**

- Bar is still doing well.
- Wild wave has replaced Aspalls on tap.
- First stock was done, anything under 2% is good the bar come in at 1.7% prices to be looked at and adjusted accordingly.
- Secured tickets from Greene King for an Ipswich match, which will be raffled off.

#### **11. Playing Field Representative**

- Grass cutting has resumed and is in hand, with another cut due.
- Football use will move away from the field again at the end of this month, primarily due to no light and drainage issues. This is at a cost of circa £12k.
- With there being little use from the FC now would be the time to try and get other users in again either during the day, evening or both
- Still awaiting any confirmation from the bowls club that granting a longer-term lease will help with funding. We are aware this was not the case with the Football Club, and no application was to be in joint names. Happy for the advertising suggestion to progress - no issues from me.
- Some remedial works required internally that will be added to the maintenance list in due course.
- Playing Field Users Rep is no longer a position on the Trust. I am happy to liaise with users and ensure that it continues to be an asset, but should it not just come in with other users and maintenance etc?

## **12. Parish Council**

- Jim has resigned from the parish council; there are now three vaccines available.

## **13. Any other business**

- RH requested for collaboration meeting to be added to the next agenda.
- IC Wants to be more involved with events, JB to send out fire work details for jobs leading up till and on the day.
- IC can help with being on site at Community Centre / Pavilion if needed for building work etc to let people in.
- HP has been on his firework training course ready for bonfire night.
- CH BSL have booked 6 weeks at pavilion.
- JB Community news document reports to get started and sent back to him.

## **14. Close & Next Meeting**

- Meeting closed at 21:10
- Next meeting to be held on Monday 27<sup>th</sup> October 2025 19.30 in the library.