



Charity N^o 1209154

Minutes of the monthly Capel Community Trust meeting held on Monday 20th January 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), Tom Maidstone (TM). Chloe Mathews (CM) Larissa Goldsworthy (LG)

Apologies: None

Members of the public: Joe Bryant

Approval of minutes December 2024

Proposed by **GM** Seconded by **TM** voted

1: Democratic ¼ hour

Joe Bryant expressed his interest in joining the Trust, he said he would like to help with events and be part of the team.

CW Proposed Joe to join the Trust, second by **TM** all in favour all agreed.

2: Matters Arising from last minutes

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

Key

1 Ongoing =	
2 Actions =	

Initials	Action
LG	Contact company to descale drains in library .
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 to hear back from Kompan on warranty
JB TM	Advertising tv in bar deferred till February.
JB LGA	Library project.
LG	Review and meet Gully with Gareth and Jon.
GM	Sky update, proposal has gone in waiting for reply.
CW	Speak to Steve regarding Trust Accounts
CW	Email to be sent to Old Association regarding Redundancy Money.

GM	To attempt to access online banking for the Trust account.
CH	To organise the groups for village collaboration.
TM	Do poster for social's dogs allowed in bar.
LG	To investigate kids' games for family side of bar.
HP	To look at hole in wooden frame fire exit doors in hall.
JB	To help LGA access one drive
LG/JB	To look at October bar figures
GM	To look at new work phone for LG

3. Dates for 2024 Calendar

- Colour run Sunday date to be confirmed
- Capel fest 19th July
- Bonfire Night 1st November
- Christmas float 12th,13th,14th, December
- Christmas market 29th November

4: Finances and Special Purposes

- **LGA** Handed out the finance reports for both entities.
- Linda has been busy settling into the new role as treasure.
- **JB** to help **LGA** access the one drive files.
- Turn over slightly low on bar in October, **LG** Looked at functions only one in that month, **JB** to look at that month's figures.
- Just paid VAT bill.
- **LGA** to speak to **LG** on bar receipts.
- Card signature to be changed from Sarah Smy.

5: Hirers, Customers and Administration

- Letter of termination sent to Gifford via email on Friday 17/01/25, no response from him currently was suggested send letter recorded delivery.
- Meeting new cleaning company 24/01/25 to over door codes cleaning equipment.
- New work phone for **LG** as current one isn't working, **GM** to investigate.
- Was briefly discussed with bookings from hall if they take a certain amount over bar that night can they get hall hire money back or a percentage. Hall hire is going well currently, maybe look at quiet months and can look at a discount rate.
- **CH** spoke about a village collaboration with other groups in the village that may need help and more support, has already spoken to Julie Laws from parish council who said would help. **CH** to organise and keep trust updated.

6: Property and Assets repair and maintenance

- Nothing to report apart from pest control at bar **LG** noticed issues with stock. Company come out every 3 months to sort any issues, do have ant issues in the summer so that will be getting sorted in the summertime. The holes outside by cellar got covered up and bait traps been put in cellar.

7: Hall Users

- Fire exit door wooden frame has hole in, **HP** to look at and see if he can fix it, fire exit doors also leaking, **LGA** to contact door company to get them and the cellar door looked at.
- High level cleaning got done today 20/01/25 will book again in 6 months for clean of hall and library.
- Will start getting quotes for pavilion patio, JB and Gm to liaise with **LGA** on this.

8: Bar

- All going well, panic button set to police will be installed 29/01/25.

- We had a suggestion come in from the community newsletter to allow dogs in bar, it was discussed that Tuesday would be best day and in the vine lounge only for when coffee shop is open, and bar is open in eve. This is to Start from 1/02/25 social media posters to be done and posters to go up in bar **LG** to notify staff and monitor this.
- Kids entertainment in bar was discussed **GM** suggested more games in family bar to keep children entertained, **LG** to contact sx leisure to see what games they have on offer, was also suggested when look at revamping the family bar this is taken in consideration to maximise the space in bar and possible have a children's section.

9: Playing Field

- **GM** three more grass cuts left in this year's budget.
- Tables have been changed at pavilion to ones on trolley which are working better for hirers, old tables need to still be removed.

10 Parish Council

- **DOG** there is vacancy now open to join the parish council other than that not a lot to report.

11: Chris

- An in-camera session was held regarding a redundancy payment.

12 Projects

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

13 Any other Business.

- **CM** can't do the colour run and will be stepping down from the Trust due to other commitments.

Meeting closed 20:50

Next meeting to be held on Monday 24th February 2025 7.30pm in the library.