



Charity N<sup>o</sup> 1209154

Minutes of the monthly Capel Community Trust meeting held on Monday 24<sup>th</sup> March 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) Larissa Goldsworthy (LG) Joe Bryant (JBR) Rob Holton (RH)

**Apologies:** None

**Members of the public:**

**Approval of minutes February 2025**

Proposed by HP Seconded by TM 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 =	
2 Actions =	-----

Initials	Action
JB	Flood light waiting quotes from new company.
LG	Ask gully to fit the equipment for playground other parts arriving in April.
JB TM	Advertising tv in bar progress has been made.
GM	Lease document has been submitted make take till June.
LG	Games for kids in family bar.
LGHP	Date for fixing frame in hall.
	LG Work review date to be confirmed.
LG	Email cleaning company for pavilion cleaning.
LGA	To email Thursday coffee group regarding tables.
LG	Order sign for plants in garden.
LG JB RH	Formalise bar contracts.

### 3. Dates for 2025 Calendar

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

### 4: Finances and Special Purposes

- **LGA** emailed out the finance reports for both entities.
- Linda is making progress with end of year accounts, she also asked that Xero be read only **LG** to have access to this. Proposed **GM** second **DG** all in favour all agreed.
- New bank account is currently ongoing still waiting for a reply.
- Card machines for bar, **LG** asked for 3 new machines when bank account is sorted.
- **LGA** sent via email all the grants for trustees to look at for what projects they can do.
- **CW** suggested getting a projects group together to discuss what the plans are for the next lot. Date and group to be confirmed.
- Grant has gone in for the curtains in the hall, won't hear back till July.
- New doors will be fitted in April in library.

### 5: Hirers, Customers and Administration

- All going well, new group starting at pavilion football camp, they will so be doing little kickers in the hall Aswell.
- Colour run event was discussed and date booked in for Sunday 22<sup>nd</sup> June, Capel cheetahs get involved with this event.
- **CH** asked with new trustees joining what roles and what would they like to help with in the Trust group , all new trustees said what there skills sets were and what they wanted to get involved with , we currently have groups for events and Trust jobs so we can allocate them to correct groups , and if they have any ideas to bring them up in meetings to be discussed.

### 6: Property and Assets repair and maintenance

- New key box has been installed, stage painting should be finished by end of march.
- Ticking of jobs in the fire risk assessment, new signage added to car park fire exit keep clear. Ash trays have been taking of the walls round the bar and community centre.
- Materials have been purchased for boxing in and windows to be finished.
- Broken part of bar and latch have been fixed, door handles in family bar have been replaced.
- Leak in urinals and door have now been fixed at the pavilion.
- Community signage has been repaired
- The new emergency access has been blocked, will seek advice what they can do to stop people blocking the access to field.

### 7: Hall Users

- The Thursday coffee group have approached **LGA** with regards to wanting more tables in the hall, as they don't use the round ones and are having to wheel the ones from library into hall. The trustees come to decision not to currently invest in any more tables, and they can use what we currently have on site, **LGA** to send email to coffee morning,

### 8: Bar

- **LG** had meeting with Greene king, they are going to match price of Cruz campo so we use them to supply, old mout will replace Peroni for the summer, pos and glass wear have already arrived.
- 4 for 5 deal on real ales, order 4 kegs get 5<sup>th</sup> free all have been ordered for next 5 weeks for deliveries.

- New cooler pump has been replaced in cellar, new clocks have been replaced in bar.
- Staff meeting date to be planned in the next few weeks.
- New plants have been planted in the garden by Sam, who works for our coffee shop, she also works for the garden centre and was agreed they would supply some plants for us if we put a plaque up to say plants from bypass nursery, all agreed was good idea, **LG** to order sign.
- Easter egg hunt event has gone out on socials with **CH** and **RH** getting involved with the advertising, tickets available from bar.

**9: Playing Field**

- Boiler had an issue where it lost pressure. This has been dealt with and boiler now working again, just need to keep an eye on it.
- Floodlights – have chased two companies who should be able to survey the area where use is required. Awaiting them to come back.
- Liaised with Julie at the PC who agreed we should get the budget spent of grass seed prior to the end of the financial year, so have asked for Parkers Pitches to do so. We have managed to see the year out and we will not require a cut until the next financial year, but we are aware the budget has been cut, and we will need to attempt to manage this, although I do believe if more is required then we should notify the PC at the earliest opportunity.
- Cleaning not up to scratch at the pavilion. Things not being cleaned under; surfaces not being cleaned. We need to get the cleaner up to scratch or ask them to send someone else. **LG** to email cleaning company.
- Football training will commence at the field again next week for 8ish weeks.
- Booking seeding and top dressing in for start of March.
- A village event will be held at the field on the 5<sup>th</sup> of May. We need to be aware of any toilet situations arising.
- The kids football end of season do will happen on 17<sup>th</sup> May
- Should be no football of any volume through June and then need to work to get the field ready, following maintenance for the colour run which would be useful if it could be as late in June as possible to give us a chance to get the length of grass down again.

**10 Parish Council**

- Not a lot to report, **GM** asked at last meeting weather they will be looking at green space in the future, **DG** said that a working party has been formed to look at green space in the village and that's all he can say on the matter.

**11: Chris**

- An in camera session was held .

**12 Projects**

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

**13 Any other Business.**

- **CH** collaboration event in vine lounge 6.30 pm 26/03/2025 about 25 people attending.
- **JB RH LG** to formalise bar contracts.

**Meeting closes at 21:10**

**Next meeting to be held on Monday 28<sup>th</sup> April 2025 7.30pm in the library.**