



Charity N^o 1209154

Minutes of the monthly Capel Community Trust meeting held on Monday 28th April 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: Harry Pike, Chris Whitley

Members of the public:

Approval of minutes March 2025

Proposed by **JB** Seconded by **DG** 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
LG	Order sign for plants in garden.
CW	Paint doors in hall.
LG	Pickleball update
LGA	License for library
JBTM	Survey for bingo
JBGM	Solor panel batteries
LGGMRH	Contracts for staff

3. **Dates for 2025 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 emailed out the finance reports for both entities.
- Bank accounts making progress.
- Any fundraising we do, the money to go into Trust savings account.
- Trust account isn't growing, was suggest that rent start coming over from bar profit to go into Trust account, letter to be typed in agreement with this.
- John Whyman coming to next Trust meeting.

5: Hirers, Customers and Administration

- All going well, with groups and people hiring the facilities.
- Meeting for pickleball to be moved to another date.
- Easter egg hunt feedback was good, looking at new ideas for next year.
- Capel collaboration was well attended and good atmosphere, people liked meeting face to face, was suggested having meetings every 3 months.
- The library is being taken over SCC new contract to be sent and set up on hall master for payment.

6: Property and Assets repair and maintenance

- Not a lot to report, Gully has fixed all new play equipment.
- Ongoing issues with toilets leaking, being fixed by Gully when reported.

7: Hall Users

- The solar panels aren't working, LGA has called engineer out to look at them, was suggested the inverter to be put in electric cupboard in the village hall. GM and JB to ask electrician regarding this and price and feed back to linda.

8: Bar

- Events coming up, picnic on the playing field, Monday 5th may, music on patio Sunday 25th may.
- Use the boards behind shed to put posters in for what we regularly have on bar, bingo, open mic, karaoke set boards out by shops and bar so people can see when walk past.
- On screen advertising has now been done on tv in bar and is working well.
- CCTV camera must be replaced in bar due to the cable being damaged by mouse, Pest control out in week to look at problem.
- Need to issue handbook and various policies to staff; sickness, absence, holiday, grievance, disciplinary, compassionate leave are examples and this list isn't exhaustive. Suggest any policy is basic but provides coverage for Ltd Co as an employer.

9: Playing Field

- Heard nothing from insurance so need to follow up with them.
- Seeding is booked for 30th April
- Grass has been cut for the first time this financial year today (may even be calendar year but haven't checked this to confirm)
- Football training resumed 30th March and will end 31st May, until mid-July.

10 Parish Council

- Nothing to report.

11 Projects

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

12 Any other Business.

- Project meeting date to be set.
- GM for everyone to look at his email and feed back for flood light project.

Meeting closes at 20:55

Next meeting to be held on Monday 19th May 2025 7.30pm in the library.