



Charity N<sup>o</sup> 1209154

**Minutes of the monthly Capel Community Trust meeting held on Monday 4<sup>th</sup> August held in the library.**

**Present:** Gareth Millar (GM), Jon Bunkell (JB), Harry Pike (HP), Linda Garrad (LGA), Tom Maidstone (TM) Harry Pike (HP) Larissa Goldsworthy (LG) Rob Holton (RH)Chris Whitley (CW)Carly Holton (CH)

**Apologies:** Joe Bryant, Derek O’Galligan

**Members of the public:** Ian

**Approval of minutes June 2025**

Proposed by HP Seconded by LGA voted

**1: Democratic ¼ hour**

Ian expressed his interest in joining the committee and helping with events, he recently helped at our ‘Capel fest event and has attended a few meetings prior to this one.

CW Proposed Ian joining the Trust

All in favour all agreed, we welcome Ian to the Trust.

Joe Bryant sent apologies but also mentioned he would like to resign from his position on the Trust.

**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
LGACW	Letter to bar for (Rent Agreement to Trust) ACTION JON
LG	Hall Hire meeting date (Price Increase) DONE SEND PRICE INCREASE TO TRUST
JBGMHP	Internal walk round with Gully ON GOING
DG	Advice on plants for playing field. DG sent email round for plants Action to speak to gully
CW	Email Bowls club (extended lease) Ongoing waiting to hear back

### 3. Dates for 2025 Calendar

- 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 sent report round prior to meeting.
- The bookkeeper confirmed that the journal on the trust account balance sheet was the opening balance entered when she started using Xero.
- Hallmaster has remained unreconciled with the bank account since it was first implemented in 2019; working with Larissa & Jon we now have a process in place going forward to do this.
- Old trust account is still getting payments paid in from hirers, the Invoice template has now been updated with new account details highlighted in red, along with terms for payment.
- The library rent payment has been received.
- The NatWest bar & trust bank accounts will be kept open until after year end December 2025 as I may have to pull reports from it. There have been no transactions in or out this account since mid-June.
- Please look at the getting licence agreement signed off between the Trust and Village bar regarding the profit payments. I will upload to OneDrive once done. **Gareth has the details form the accountant that needs to be included.**
- Solar income payments have now been changed to new account.

### 5: Hirers, Customers and Administration

- All going well, with groups and people hiring the facilities, at 95% full on hall hire.
- Few spaces filled with hall hire during the August Holidays.
- Drains have now been investigated and fixed no further problems currently.
- Have seen a decrease in children's party bookings since raised the price LG Proposed dropping the party rate to £50 for the four hours. Seconded RH All in favour all agreed.
- Hall hires price increase is due for discussion in September LG to send dates in Trust group for meeting.
- A discussion was had around feedback form when hiring the facilities and what we can improve with bookings.

### 6: Property and Assets repair and maintenance

- Repair Vine Lounge door as rubbing on slabs.
- Air conditioning units relocated to roof.
- Annual servicing of air conditioning units completed.
- Internal cellar door frame had come loose and has been reattached.
- Painting of hall to family bar doors and boxing in completed.
- Replacement tubes for Library arrived and need to be fitted.
- Purchase 3 x "No Parking Emergency Access" signs.
- Get quote from GB Road art for parking line marking in pavilion car park.
- GM & JB met with Gully to discuss ongoing maintenance and tasks identified as part of the walk around.
- Agreed to quarterly meetings to tie in with seasonal tasks and requirements.
- All work requested will be confirmed via the existing maintenance WhatsApp group, so we have a record of what's requested of Gully.
- Gully will produce a list of regular jobs and the frequency.
- GM / JB to investigate legal requirements for regular jobs and checks and whether this will free up time to spend elsewhere. This could include play area checks, legionella checks, water temperature etc.
- GM / JB to work through list of issues identified as part of the walk around and plan a schedule for completion.
- GM / JB / HP / LG / DG to organise walk around of internal facilities to identify winter tasks for completion.
- Agreed to quarterly meetings to tie in with seasonal tasks and requirements.
- All work requested will be confirmed via the existing maintenance WhatsApp group, so we have a record of what's requested of Gully.
- Gully will produce a list of regular jobs and the frequency.
- GM / JB to investigate legal requirements for regular jobs and checks and whether this will free up time to spend elsewhere. This could include play area checks, legionella checks, water temperature etc.
- GM / JB to work through list of issues identified as part of the walk around and plan a schedule for completion.

- **7: Hall Users.**
- **LGA** sent a proposal round via email for stage dressing. The pros and cons of this projected were discussed during the meeting. The costing for this is £4.1 K Plus VAT **LGA** proposed, Second **JB** all in favour all agreed.

- **8: Bar**
- Events coming up, Music on the patio bank holiday weekend in August social media post to be done.
- Capelfest did well on bar take, slightly down from last year, but weather wasn't great.
- Staff meeting to be held 5/08/2025 will report back at next Trust meeting, contracts to all staff to be handed out.

**9: Playing Field**

- Showers now fixed at Pavillion, we found the problem and now has been resolved, only small issue is turning the temperature down, causes a problem for the water maintenance checks, this is to be investigated.
- Football is now back at pavilion.
- A member of the girls' football team has asked to put a banner on the park fence, Trust all agreed they had no problem with this.
- **CW** sent round an email regarding bowls club as their lease is due to be renewed, they are asking for a longer lease and more land, this was briefly discussed **CW** to follow up with email to club.

**10 Parish Council**

- They have recently purchased a piece of land behind the playing field.
- Parish council will have own new logo not a joint one with the Trust.

**11 Projects**

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

**12 Any other Business**

- **LGA** Had a donation in from Adam Day.
- Notices boards behind shed to be used to advertise what's on at the Bar /Community Hall.
- **GM** Cleaning at pavilion wasn't done, **LG** to contact cleaning company.
- **RH** suggested we look at additional benches at the playing field. This will be picked up as part of the patio refurbishment.

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Meeting closes at 20:55

Next meeting to be held on Monday 22<sup>nd</sup> September 2025 7.30pm in the library.