



**CAPEL  
COMMUNITY  
TRUST**

Capel Community Trust / Capel Village Bar  
Capel Community Centre  
The Street  
Capel St Mary  
IP9 2EF  
[www.capelstmary.org.uk](http://www.capelstmary.org.uk)

# Capel Community Trust Minutes

**Date:** 27<sup>th</sup> October 2025

**Time:** 19:30

**Location:** Capel St Mary Library

**Present:** Jon Bunkell (JB), (Linda Garrad (LGA), Tom Maidstone (TM), Harry Pike (HP), Rob Holton (RH), Chris Whitley (CW), Carly Holton (CH), Dereck O’Galligan, Ian Clayden (IC) Gareth Miller (GM)

**Apologies:** Larissa Goldsworthy (LG)

- **Approval of the previous month minutes**
  - Amendment to minutes vaccines needs to be changed vacancies.
  - Proposed by DG, Seconded by JB All in favour.
- **Democratic ¼ hour**
  - No one present.
- **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	

- **Events & Marketing (JB / LG / TM / CH / RH)**
- **Capelfest 2026**
- The team are very proactive getting things organised early.
- Survey bringing in positive feedback.
- Most bands booked and confirmed within budget. I have one space left which I am keeping open until the new year.
- Vendors being sourced and will be asked to stay later.
- Social media posts have started
- We are going add The Community Trust to the marketing so it's clear it's a trust event for the village to enjoy.

### 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

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- **Finance (LGA)**
- Bank accounts looking healthy, trust standing at £96K at time of writing this report with some ring-fenced grant money of £3549.65. Bar account £29K with VAT due next month.
- Main and Inner Foyer accessible doors now ordered hoping for fitting Jan/Feb but after the library door delays I'm not convinced. I will add on a PSU unit to the order as it has become clear from the fire risk assessment, we should have one. I think we need to have one fitted to the library doors as well. These are not cheap, and I feel should have been advised when quotes were being sourced, but I don't think you can out a price on public safety. Each unit is around £1K. To be discussed at the meeting.
- I have closed one of the Natwest Bank savings accounts that has not been used for some time. I will close the other one as its still linked to the previous entity after the year end. I will discuss opening another savings account for the CIO at the meeting.
- Hallmaster Income – Had the payment from the Blood Transfusion of £2100
- Another £2522 will be coming into the account before year end dating from 2023, I have agreed that this can be paid in 3 monthly payments with the hirer.
- Both Year end of the Bar & Trust has been aligned to December 31<sup>st</sup>. I am in the process of checking the transactions are coded correctly as I have found some anomalies. This will be quite a long process but then going forward it will make things easier.

- Stage curtain project now complete. Made a very big impact to the look of the hall.

- **Hirers, Customers and Administration (LG)**

- No report given LG Not at meeting.

- **Property, assets and maintenance (JB / GM / HP / LG)**

- Internal Walk Around – JB / GM / HP have completed this and need to construct a work schedule.
- Part of the roof of the pavilion had lifted following strong winds, which has now been reattached.
- Air con in family was leaking and had been repaired.
- Dividers between the urinals in the Vine Lounge gents' toilets had been damaged and have been attached.
- Hook and loop replaced at pavilion.

- **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)** – This has been included in the precept request for 50% funding. Also met with CJ Plumbing & Heating and we are currently awaiting a Washrooms, but they have declined to quote due to current workload.

**CCTV / Power Supplies / Floodlights (JB / GM)** – Cable survey completed and we can have:

- 1 x 16amp socket on the main building by the lamp post,
- 1 x 16amp socket in place of the floodlight by the house,
- 2 x 16amp sockets in place of the floodlights by the tennis courts, (only one can be used at a time though.) We might just go for one in this case.
- 1 x 16amp socket in place of the floodlight nearest the bowls club.

Two points in the middle of the field – Cable damaged and traced back to two metres away from the play area. cable needs to be joined and taken to the wiring point nearest the bowls club which would enable a 16amp socket.

- Estimated cost is £790 plus VAT. This does not include the additional work to repair the broken cable to get power to the middle of the field as some additional research on suitable equipment is required.

**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)** – Nothing to report

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

**Youth Engagement (CW / TM / HP)** – A working group will be looking to engage with parents and teenagers in the village to determine what should be provided. The Trust suggest is to do this with the PC youth liaison,

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

**Rebranding (CH / TM)** – Nothing to report

**3G Pitch (CW)** – working party for the 3G pitch project. Trustee CW, GM, HP, CH, will form the working group.

- **Hall Users Representative**

- The Orchard Players had an issue with sourcing enough tables for a recent event, especially with the library using some for displays. It is also quite difficult with the setup of the library doors to get them out. I would like to discuss this at this at the meeting.

- **Bar**

- No report Given LG not at meeting.

- **Playing field**

- Cleaning is still an issue; a meeting has been set up with cleaning company to discuss.
- Capel Cheetahs held a success and well attended Capel 5 event.
- Nothing from Bowls club on their lease proposal.
- No Football training during week until March 2026.

- **Parish Council**

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- **Any other business**

- CW Thanked Derek and working group on the successful planting around the play area at the field and special thanks to Jackie O'Galligan too for her input.

- **Close & Next Meeting**

- Meeting closed at 21:15
- Next meeting to be held on Monday 24<sup>th</sup> November 2025 19.30 in the library.