

# Capel Community Trust Minutes

**Date:** 24<sup>th</sup> November 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) Larissa Goldsworthy (LG)

**Apologies:**

**1. Approval of the previous month minutes**

- Amendment to minutes LGA part of the 3G working group.
- Proposed by DG, Seconded by TM All in favour.

**2. Democratic ¼ hour**

- Karen and Jane from Bowls club, made a proposal to the trustees to acquire a small bit of land to extend the bowls club. It was agreed some dates will be sent to LGA to meet at the Bowls green to discuss and see the proposed plan, as the land required is part of a Trustee project. They also need to supply a to scale proposal so we can assess any impact on planned development at the playing field.

**3. Matters Arising**

Date Logged	Owner(s)	Description	Status	Expected Close
22/09/2025	LGA / CW / JB	Letter to bar for (Rent Agreement to Trust)	In Progress	
27/10/2025	DO/JB	Bar Financial Prestation Sheet	Ongoing	31/12/2025
27/10/2025	RH/HP	Paint Teen Shelter	Ongoing	
27/10/2025	RH	Community Bus	Ongoing	
27/10/2025	CW/HP/TM	Youth Engagement Collab with PC	Awaiting PC	
24/11/2025	LG	Family Bar Refurb	Ongoing	February 2026
24/11/2025	CW/IC/GM	Red Lane Working party	Ongoing	

#### 4. Events & Marketing (JB / LG / TM / CH / RH)

##### Capelfest 2026

- All acts secured
- Food vendors have been sourced and confirmed
- Inflatables have been secured, adding more for teens to appreciate, also secured silent disco equipment to be used from when the Tipi craft events finish.
- Socials are being handled by one of our volunteers
- Early bird ticket prices on sale from 1<sup>st</sup> Jan to 1<sup>st</sup> April
- Meeting to be booked for January – if anyone wants to join the Capelfest team please let me know.

##### Future Dates

Date	Owner	Event	Location
29/11/25	LG	Christmas Market	Hall
12/12/25	JB	Christmas Float	
13/12/25			
14/12/25			
20/12/25			
20/12/25	LG / JB	Kids Christmas Party	Hall
31/12/25	TM / JB	New Years Eve Party	Hall
14/03/26	LG	Karaoke	Vine Lounge
04/04/26	LG	Kids Easter Party	Hall
11/04/26	LG	Colour Blind Hedgehogs	TBC
20/06/26	LG	Karaoke	Vine Lounge
11/07/26	LGA	CapelFest	Playing Field
30/08/26	LG	Music On The Patio	Patio
19/09/26	LG	Karaoke	Vine Lounge
31/10/26	LG	Kids Halloween Party	Hall
07/11/26	JB	Bonfire Night	Playing Field
19/12/26	LG	Kids Christmas Party	Hall
19/12/26	LG	Karaoke	Vine Lounge

##### Discussion

- Dates for Karaoke have been booked for next year.

#### 5. Finance (LGA)

##### Trust Account

- Savings account. I have had no success finding a savings account with decent interest rates. The best I can find is 2.10% for instant access. Quite a few of the major online and bank accounts do not want to touch CIO accounts.
- Fireworks event money has been deposited into the account and bills have been paid.
- Community Magazine money 2 still to pay and the Christmas Stall money 6 people still to pay.
- Hallmaster – still chasing some payments from when LG took over. Some have had 3 reminders with no reply. Going forward I think we need to have payment in before events take place for irregular hirers or event cancelled if not paid a week prior to event.
- Once again, I have asked the bookkeeper to adjust the opening balance in Xero

## **Bar Account**

- I have transferred £10k over to Tide instant access savings account at 3.4%
- Coffee machine and stock have been purchased this month just under £4.5K in VAT
- VAT has been paid this month £6.3K
- All the above will show in next month's P & L.
- Profit & Loss adjustments – for trust wages & rent – See email

**Precept** – This has been submitted to Julie

**Bar Financial Reporting** – A proposal to amend the categories where transactions are coded to for the bar reporting was shared. The aim is to standardise the reporting in line with normal accounting practices and to help understand the performance of business the categories are as follows:

Turnover

Cost of Sales

Gross Profit

Other Operating Income

- Entertainments

Operational Costs

- Staff Costs
- Operational Subscriptions / Services / Costs
- Banking Fees
- Legal Fees
- Cleaning Costs
- Entertainment Expenses
- Entertainment Subscriptions
- Repairs And Maintenance
- Miscellaneous

Net Profit

- Rent

Retained Profit

## **6. Hirers, Customers and Administration (LG)**

- Hall Hire all going well.
- Christmas Market 29/11/25.
- Cleaning at pavilion ongoing, had dissuasion with manager from current cleaning company, looking at getting other quotes in for pavilion clean.
- IC said he was happy to go and check the pavilion after cleaning and keep notes.

## **7. Property, assets and maintenance (JB / GM / HP / LG)**

- Door trims for library doors have been tidied.
- Outside lighting at the pavilion has been sorted.
- Ongoing leaking toilets in Vine Lounge. Plumber booked for this week.

## **8. Projects (All)**

**Community Centre Toilets (JB)** – Second quote received for washrooms. Third meeting happened on Friday.

**Family Bar Revamp (LG)** – Nothing to report

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

## **9. Hall Users Representative**

- Only hiccup we had was a hirer took down the black wing curtains for their event without an agreement in advance. An email has been sent to them.
- It highlighted that we need to add a section on the booking form saying if they want these curtains removed for their event, they need to let us know and we will arrange this for them.

## **Library Doors**

- I called an onsite meeting with the supplier and installers to resolve various ongoing issues which Jon and I were continually getting calls about. We have resolved some issues, and they are coming back on 1<sup>st</sup> December to reinstall the connecting door to the accessible toilet which is not level causing the door to catch on the floor.

## **10. Bar**

- Bar is going well, currently going into our busy period as Christmas approaches.
- Karaoke event very busy at weekend, all dates booked in for next year.
- Two cupboards in kitchen have been replaced, due to glass washer leak.
- Gas leak in cellar pipes has been replaced.
- New coffee machine has been installed, will promote on socials and add in some festive coffees.
- Looking at some festive drinks for bar over Christmas period.
- Bar refurb got 3 people to look at painting, only 2 quotes back 3rd person didn't want to take on job.
- Quote 1 Bar £2966 Cash, £3559.20 including VAT.
- Lobby £470 cash, £564.00 including VAT.
- Quote 2 £4500 Bar and Lobby
- Waiting for prices to come back on carpet can get professional cleaned.
- Recover bar stools £400
- Bar furniture comes in round £4300 which includes 4 Tables, 16 chairs, 2 sofas and 2 coffee tables.

## **11. Playing field**

- Nothing to report

## **12. Parish Council**

- New Logo for Parish Council

### **13. Any other business**

- DG When are comedy event tickets being sold (From January)
- RH Red Lane working party three people from Trust to join Parish Council.
- IC Had good feedback from the fireworks party, he would also like to be involved more with helping with the Trust.
- GM will there be feedback on fireworks event.
- JB Bonfire Night Profit £5091 Bar Take £2693
- Community News Income £1425 Print cost £1130

### **14. Close & Next Meeting**

- Meeting closed at 21:10
- Next meeting to be held on Monday 22 December 2025 19.30 in the library.