

Capel Community Trust Minutes

Date: 22nd December 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), Ian Clayden (IC) Gareth Miller (GM) Larissa Goldsworthy (LG)

Apologies: Dereck O’Galligan

1. Approval of the previous month minutes

- Linda Garrad, Rob Holton

2. Democratic ¼ hour

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3. Matters Arising

Date Logged	Owner(s)	Description	Status	Expected Close
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	Date to be confirmed

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 1st Jan to 1st 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
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

- Events to be discussed and what Trustees want to be involved in.
- **Christmas Float** – The Christmas float took place over the 12th, 13th and 14th of December. Thanks to all the volunteers, Steve Porter for the loan of the truck and Bypass Nurseries for the donation of the tree. In addition, the Community News document was delivered.

Revenue

Collection £ 1,755.14

Booklet Advertising £ 1,425.00

Total Revenue £ 3,180.14

Expenditure

Booklet Printing £ 1,130.00

Float £ 311.85

Total Expenditure £ 1,441.85

Net Profit £ 1,738.29

10% Seed Fund £ 173.83

- **Kids Christmas Party** – Took place on the 20th of December in the hall. 32 Child tickets were sold at £5 and 14 under 3, free of charge tickets. All tickets were online only. This event also generated a steady bar take throughout the day with people staying later into the evening.

5. Finance (LGA)

Trust Account

- Trust account standing at £112,127.98. (Ringfenced grant monies £3715.80 & Fireworks 10% of profit £509.10)
- The toilet hall refurbishment needs to be ringfenced at £15,500 (50% of total project cost), unless I can access funding which I will work on in new year.
- I have asked bookkeeper to allow access to the accountants to carry our year end and correct the opening balance. I believe she pays for Xero, so I don't have authority to do this. I chased up again this week as I have had no reply.
- 3 x £600 missing payments from PC for previous month's now in account.
- I believe CW, GM, JB and I were going to have a meeting in January to discuss Library rent going forward?
- Hall Master – still having issues with people not paying within time stated on Invoices. One of the worst are the NHS hirers who we seem to have to wait months for.

Hall doors were discussed in meeting **LGA** gave update to what has happened with current company and that the second set of doors should still go ahead, **LGA** has been in contact with another company. **LGA** proposed to still go head, **JB** seconded all in favour all agreed

Paid so far out of grant money held in bank.

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£9745.20 Deposit to MPS

£384 for fire relays

£200 for electrics for doors

Bar Account

- Currently standing at £12,849.41 plus £10,000 in savings account. The running costs were thought to be around £21,000 so I am keeping a close eye on this in case I need to move money from savings. We are in the busiest period but must consider possible quiet months January/February.

6. Hirers, Customers and Administration (LG)

- Hall Hire all going well, few more enquires for pavilion hire, **LG** showing people round over the Christmas period for bookings.
- New cleaning company has been and cleaned Pavillion they have also stated it ill take a while to get the cleaning standards to where they need to be. Current company will be giving notice.
- Christmas market wasn't as successful as last 2 years, some stall holders said they wouldn't book next year. **LG** also said she didn't want to organise the event anymore. **CW** suggested would be good have to a list of events and who wants to be involved in them.

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

Vine Lounge Gents Toilets – All pipework and traps from sinks via the urinals to the main soil stack have been replaced which has solved the big leak. It looks like there might be a smaller one in one of the cubicles that needs investigating.

Pavilion – There is increasing damp issue in the pavilion which appears to be caused by cracking of the external render. This is being investigated. The guttering is cracked in places and needs replacing.

8. Projects (All)

Floodlights – Given the go ahead to the sparky for the floodlight work at the pavilion. Awaiting installation dates.

9. Hall Users Representative

- Carried over from October – The need for another set of tables for the hall to avoid using Library ones for reasons in October report. Larissa proposed on the group chat after the Christmas fayre. **LGA** proposed for second lot of tables at hall **IC** seconded all in favour all agreed.
- Hall users document is being prepared to send to all hirers.

10. Bar

Reporting Period: November 2025

Prepared by Larissa Goldsworthy, supported by RH

Key financial Performance:

November was a strong and profitable trading month, comfortably covering costs and generating a healthy surplus. November has been a better, busier month than previous November, the reasons for this are not fully understood, but the team have worked well together to cope with additional demands.

Income & Trading

- Total turnover: £20,636
- This is a significant uplift in October (£17,156) and broadly in line with other strong months earlier in the year.
- Sales volumes indicate solid community use and good bar utilisation heading into the winter period.

Costs & Margins

- Total cost of sales: £7,427
- Gross profit: £13,209
- This represents a very healthy gross margin for a community bar.
- Drinks costs remain the largest direct cost but are proportionate to sales.

Overheads

- Administrative costs: £8,431

- The largest component remains staff salaries (£6,698), which are consistent with prior months.
- No unusual spikes or one-off costs in November.

Bottom Line

- Operating profit / surplus: £4,778

This is:

- A strong recovery from October, which recorded a small loss.
- A good contribution toward year-to-date reserves.

Staffing:

- No sickness issues present in last month
- No concerns or issues presented around staff behaviour or performance
- Christmas hours have been arranged with suitable cover

Suppliers:

- No concerns or issues over past month and no upcoming concerns
- December slots for delivery arranged to accommodate Christmas and stock order increased by around 10% based years figures/this year's trend

Maintenance:

- Pump and gas leak on post mix occurred in middle of month, this resulted in LG calling out engineers and resolving issues. To manage this nearly 10-day period bottles of carbonated mixers were purchased from bookers. This extra stock purchase comes at an additional cost, but excess held is being managed and used in coming weeks
- No foreseen or planned maintenance during December.

Health and Safety:

- Risk Assessments for lone working and Manual Handling have been conducted by RH and LG on 27/11/25. Manual handling training for staff to be arranged as per risk assessment. RH commented on the orderly, tidy nature of the premises and risk mitigation that has already occurred due to LGs input
- Action around risk assessment/training to source by RH and implemented with team by LG.
- We had been frequented during the month by temporarily housed individuals; they were causing staff to be suitably concerned around the safety of the building and staff. To manage this LG contacted PC Johnson, and community policing, we have police on site to identify individuals and a case number if any reoccurrence. Current status quo is for staff to contact LG who will contact police, to document any odd behaviour and to use panic alarm if required
- No other active health and safety concerns and no expected issues, additional staffing in place due to December/festive period

Events:

- In November bar has held no events, but other bookings and events have kept the bar busy and busier than last November.
- December sees the bar supporting the trust events of the new years' eve party and kids Christmas party. No issues have been identified with these upcoming events.

Bar refurb – **LG** sent round cost, would like to get it started from end of January/ start of February. **LGA proposed** that the Trust loan the money for bar refurbishment and the bar pay it back in monthly instalments. Seconded by **TM** all in favour all agreed. GM suggested getting the wooden floor that pool table sits on redone Aswell, **LG** to get quote and send onto to Trust group.

11. Playing field

- The Vandalism has been sorted on the playing field, due to car getting onto the field.
- Old heavy tables to be removed from pavilion and replaced with the fold away ones.

12. Parish Council

- Precept was agreed.

13. Any other business

- **CW** 3G Meeting in new year date to be confirmed.
- **RH** Manual Handling to be done for Bar Staff.
- **IC** To look at Christmas float numbers for next year as some days they were short on volunteers.
- **CW** To not discuss Trust Business outside the meetings and remember our roles as Trustees.

14. Close & Next Meeting

- Meeting closed at 21:00
- Next meeting to be held on Monday 26th January 2026 19.30 in the library.