

Capel Community Trust Minutes

Date: 26th January 2026

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, Carly Holton

2. Democratic ¼ hour

- Sarah Smy, Jay warden, Mike Hodgetts, John Whyman.
Sarah Smy asked how the bar was doing and what was going back into the village. LGA gave a brief description.
Mike and Jay asked about the Progress of the 3G Pitch CW explained what the next steps are moving forward with this.

3. Matters Arising

Date Logged	Owner(s)	Description	Status	Expected Close
27/10/2025	DO/JB	Bar Financial Prestation Sheet	In progress	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	Waiting report	Date to be confirmed

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

Capelfest 2026

- First face to face planning meeting has taken place.
- Promotion is underway with a clear plan going forward to promote event, including what is included in ticket price, vendors menus, meet the team & of course bands.
- Social media post requesting volunteers for the weekend has been posted.
- Poll put on volunteer group asking for availability.
- Spoken to John Whyman about grant for Tipi, I must remind him in March.

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

5. Finance (LGA)

Bank accounts

- Bar account standing at £21,970.14K plus £10K in savings. Performed better than expected in January and has 2 events booked in for February. I feel the bar can fund the refurbishment rather than the trust loaning the bar money. This will be under review.
- Trust account standing at £109,784.04 (Ringfenced grant monies £3,715.80, Fireworks 10% of profit £509.10 & £11,500 for Hall Toilets)
- Year-end for both accounts will be done after 1st Quarter.
- On online meeting was held with Kelly from KBL with me & Jon so he could explain what we would like the accounts on Xero to be set out for our use. She can do this for us, but financial legalities dictate how she must present the accounts to be filed. There are more in-depth reports she can do.
- PRS/PPL licences being paid by 6 monthly instalments for both premises, we had to register both sites, they would not accept both under one. Total fee £2014.08 inc VAT
- TV licence renewed by DD for both premises. £174.50
- I've had a catch meeting with Julie PC Clerk to discuss pots. I know have a better understanding of the process.

Hallmaster:

- I monitor this daily with the bank accounts. Reminders are sent out to non-payers after consulting with facilities manager. At present we have nothing in place to enforce payment once the event has taken place. I would like to propose a change to our terms & conditions to state that if payment not received 28 days prior to booking, we would cancel the booking. If booking is within the 28 days immediate payment is due.
- Proposed LGA, Second CW All in favour all agreed.

- Full refunds will be given for cancellations 28 days prior to booking. This is for “one – off” bookings, agreements are in place for long term hirers.
- Year-end spreadsheet attached.

Grant Update

- I have applied to Babergh for a community grant for the hall toilets. If successful it will go some way to covering the funds we have lost from the Hall doors. We are concentrating on a Dementia friendly design.

Hall Doors

- The Essex Ind Door quote came in a lot more than expected at £28,000 inc VAT, I have gone back to ask if this can be reviewed or alternative ideas to save money, to date nothing has been received.
- I have been gaining further quotes from other local companies and have compiled a spreadsheet which compares quotes, deposit, online star ratings, companies house financial details etc. Jon has been kind enough to meet a couple of companies onsite as I have been unable to get to the hall. We had group calls whilst they were onsite so I can put our case to them about the deposit. I think we are close to deciding who to go with, time is getting short, March end, to claim the remaining grant money. I can claim it once deposit is requested.

6. Hirers, Customers and Administration (LG)

- Hall Hire all going well, two new hirers to start in the pavilion in February.
- Couple of spaces in hall hire have been filled as well.
- New cleaners at the pavilion have started, no issues so far.
- CH – tickets sales going well currently for comedy night, need to set put tables and chairs for event as people have asked for this.
- LGA- asked if we needed an AGM, currently we have no plan for one.
- CW Had an email regarding supporting a menopause support group , hirer wanted use of library CW to go back with prices.

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

- Break glass key holder on electric cupboard replaced.
- Handle on family bar entrance door repaired.
- Lock on lady’s toilet Vine Lounge side replaced (after someone got locked in).
- Cleaning cupboard storage rack installed.
- Tree by the container at the playing field removed.
- Another tree by the bowls club entrance bridge removed free of charge by Danny Carman at Carman4 Seasons.

8. Projects (All)

9. Hall Users Representative

- Stage curtains have now been put back correctly and signs have been put up clearly stating these must not be taken down by hirers.
- The curtains were very well received by The Orchard Players & New Years Party.

10. Bar

Reporting Period: December 2026

Prepared by Larissa Goldsworthy, supported by RH.

Staffing:

- Staffing over the Christmas period was stretched with staff, will need to look at this more for Christmas period 2026.
- Staff meeting to be organised in the next month.

Suppliers:

- No problems with suppliers currently.
- Meeting with Greene King rep in February.
- We have a new Coca-Cola representative; he did a site visit and was happy with everything.

Maintenance:

- No issues currently.

Health and Safety:

- No Issues currently

Events:

- Bar supported the Trust New Year's Eve Event, TM to send report on event.

General Bar Running:

- The Bar has been busy over December period leading into the new year.
- No concerns currently for the bar, will need to look at staffing for Christmas in 2026 and possible hour changes so staff aren't stretched.

Summary of Identified Risks/matters for trustees:

- LG to cover any shifts that can't be covered if we have staff shortage or illness.

11. Playing field

- Cleaning cupboard at the pavilion to done for hirers.
- Field currently waterlogged so much use currently.

12. Parish Council

- Nothing to report.

13. Any other business

- **LGA** More volunteers for Capelfest.
- **CH** Business stall holders' event like we doing for collaboration event.
- **LGA** someone has come forward with running Christmas market.

14. Close & Next Meeting

- Meeting closed at 21:05
- Next meeting to be held on Monday 23RD February 2026 19.30 in the library.