

Capel Community Trust Minutes

Date: 23rd February 2026

Time: 19:30

Location: Capel St Mary Library

Present: (Linda Garrad (LGA), Tom Maidstone (TM), Rob Holton (RH), Chris Whitley (CW), Carly Holton (CH), Ian Clayden (IC) Gareth Miller (GM) Larissa Goldsworthy (LG)

Apologies:

1. Approval of the previous month minutes

- Carly Holton, Ian Claydon

2. Democratic ¼ hour

3. Matters Arising

Date Logged	Owner(s)	Description	Status	Expected Close
27/10/2025	RH/HP	Paint Teen Shelter	Ongoing	
27/10/2025	CW/HP/TM	Youth Engagement collab with PC		
24/11/2025	CW/IC/GM	Red Lane Working Party	Waiting Report	Date to be confirmed
23/02/2026	LG	Email for anti-social behaviour pavilion		
23/02/2026	LGA	Consistency of hires fees and gear store.	Bring in with hire charges	September 2026
23/02/2026	TM/CH	Social media	Ongoing	
23/02/2026	CW	Emails to go to Linda (Smy IT)		
23/02/2026	TM	Canva Account		
23/02/2026	GM	Trust Laptop		

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

Capelfest 2026

- £490 saved on Tipi Hire – (Hoping for a Grant from Councillor Whyman to pay this) £394.62 Tipi Deposit paid
- Approx £524 saved on inflatables, rides etc
- Will save around £200 on wristbands using paper ones
- Security costs increased from last year by £81.30
- Sound & Lighting secured.
- Proposal – Hire van for 3 days over Capelfest weekend to get all we need to the field, including sound & Lighting and return everything back by Sunday night.
- £300 received from sponsors

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
04/05/26	CH	Picnic on the field	TBC
24/05/26	LG	Music on the patio	Patio
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		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 Rent received for Nov/Dec/Jan £7,537.25**
- **Ring-fenced funds**
 - Grants in account for Community Centre doors: £3,715.80, £4,500 G Hall, £534.80 J Whyman = £8,750.60 less deposit paid £4,560 = **£4,190.60**
 - *{£4,429.40 agreed to be paid from Trust Hall maintenance pot (discussed with Julie), £500 due from Freemasons & Trust Balance £4,560.60}*
 - To improve security, I plan to use keys with two key safe boxes. One for regular users and one for occasional users where the code will change every week.
 - Fireworks 10% of profit from 2021 - 2025 £ 2,663
 - Christmas Float 10% profit from 2021- 2025 £ 952
 - Hall Toilets £11,500
- **Historical overpayment from 2023 for photocopier repaid to trust £225**

Bar Account Balance on 22/01/2026 - £9,981.71

- £10,000 transferred back from savings account to main account on 17/02/26
- VAT due to be paid 1st March £5,552.01
- **Refurbishment costs Family bar:** £13,228.70
- Painter - £5,191.20 – Feb inc VAT
- Furniture - £4,186.00 – Jan no VAT
- Carpet & Fitter - £3,273.00 Feb no VAT
- Bar stools recover - £578.50 Feb no VAT
- **Bar Savings account**
- Balance £65.27 interest since November 2025
- **Credit Card application**
I have applied for a credit card for the trust – this would give us some protection for large payments for projects against non-delivery of the service.

Bar staff wages were - proposed by Linda and seconded by Derek - all in favour.

Bar manager & facilities manager increase - proposed by Rob, seconded By Ian – all in favour

- **Comedy Night**
- Expenditure £825
- Income from ticket sales £470 – cannot see if any fees will be deducted
- Bar revenue – difficult to pin down exact amount but from 7pm to 11pm **both** sides of bar takings were just over £2k. I think we can assume the deficit in ticket sales was surpassed by bar sales.

6. Hirers, Customers and Administration (LG)

- Hall Hire all going well.
- **LG** Circulated an email from a resident that backs onto the pavilion car park, who has had some issues with Anti -social behaviour, **LG** to contact PC Johnson for some advice and go back to resident.
- **CH** – Next collaboration space meeting is the 8th of April in the vine lounge from 7.30 – 9.00 PM.
- **CH** asked about doing picnic on the field again bank holiday Monday in May, use pavilion to supply Drinks, **LG** to staff bar.

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

- **IC** has taken on the maintenance group, meeting to be set up with **Gully** and **LG** to go over outstanding Jobs.

8. Projects (All)

9. Hall Users Representative

- **Hall Users Rep**
- Gear store & Hall/Stage use – inconsistency of paying for use.

10. Bar

Reporting Period: January 2026

Prepared by Larissa Goldsworthy, supported by RH

Staffing:

- No Current problems.

Suppliers:

- No problems with suppliers currently.
- Looking at getting £1500 back end of year from selling Asahi.

Maintenance:

- No issues currently.

Health and Safety:

- No Issues currently

Events:

- No events currently planned for January; the Bar will be supporting the Trust comedy Night on Saturday 21st January.

General Bar Running:

- The Bar has been quiet for January, due to family bar being shut for refurbishment.
- Bar refurbishment all gone well, took a few days longer than expected, due to sanding wooden floor on pool table area, few more bits to add over the next coming weeks.

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

- Field still waterlogged.

12. Parish Council

- Annual Meeting 18/03/2026 In library.

Chris – CW Circulated Trustee code of conduct via email to be voted on.
Proposed **CW**, Second **IC** all in favour.

13. Any other business

- **LG** – Work laptop for Trustees to have for bingo event.
- **CW**- Bar opening hours for football later in year.
- **IC** – Need more Capelfest volunteers.
- **GM** – proposed money to be paid back for staff event all in favour all agreed.

14. Close & Next Meeting

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