

# Capel Community Trust Minutes

**Date:** 23<sup>rd</sup> March 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) Gareth Miller (GM) Larissa Goldsworthy (LG) Derek O’Galligan.

**Apologies:** Ian Claydon

## 1. Approval of the previous month minutes

- Derek O’Galligan, Carly Holton

## 2. Democratic ¼ hour

Attended by Jean Donald who is looking to join the Trust and Mark Seymour who said a few words about hi time while working at Capel Village Bar.

## 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
23/03/2026	TM/LG	Abba Tribute event		
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	
23/03/2026	CW	EICR community centre/ Pavillon		
23/03/2026	LG	Events planning meeting date	April	

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

##### Capelfest 2026

- Sponsors paid £1050 so far, on target for £2225.00 including food vendors, (Ringfenced). This amount does not include deduction from Security company of £75. Skip hire has not returned my calls and email. It's thanks to a planning team shout out!
- District Councillor John Whyman has agreed to sponsor Tipi in principle but cannot apply until after elections have taken place in May. The deposit of £394.62 has been paid from Trust funds. Feb 26
- Beeline entertainments deposit of £500.16 has been paid from trust funds Mar 26.
- Ticket sales
- Social media – Weekly posts going out
- Bar TV adverts for sponsors – They have been promised a month's free advertising. Liaising with Tom on this.
- Propose to order NEW HI VIS tops with trust logo as old ones still have association on them. Stewards must be clearly visible to public.
- Tickets sold 66 – Income £863
- Need 3 first aid trained people, I found a free online course from Red Cross which I'm doing. Any other helpers interested?

##### 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

. Trust Account Balance: £107,924.29

##### Ring-fenced funds

Fireworks 10% of profit from 2021 - 2025	£ 2,663
Christmas Float 10% profit from 2021- 2025	£ 952
Hall Toilets	£11,500
Capelfest sponsors	£ 1,050

**Accessible Community Hall door Project** – Paid final bill of £8882.66 plus PC paid £4,500 coming from VH maintenance funds.

The original cost of the project was £20,585 but we have come in at £18,526.66 due to not needing the keypad at the front door, changing the design of the motorisation of the doors only needing 2 closures and not 4 as planned and the electrics being cheaper than quoted.

Credit card application – Unsuccessful

Payment of £66.99 between accounts. This was a payment taken off S Smy eBay account which still had the old card on it, this card had been cancelled by she was taken off the account by then so the payment should not have gone through. I contacted bank and they are looking into it. I had to transfer money over into the account as it had made the account overdrawn. The bank has made a note we should not be charged overdraft fees.

**Tide Bar Account Balance** £11,755.81

**Tide Bar Savings Account Balance** £77.46

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

- Hall Hire all going well.
- Cleaning at pavilion is all ok with new company.
- Future events, bonfire night, Christmas market, Christmas float needs to be addressed, separate meeting to be set up in April to review, **LG** to send out date.

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

- Vine lounge men's side toilets blocked, ladies' family side toilets blocked, Plumber in on 24<sup>th</sup> to look at.
- **GM** to have a EICR done of the community centre and pavilion .

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

- 3G Pitch Chris Gave a brief update, will send a report.

## **9. Hall Users Representative**

- Instructions for new automated door users written, which Larissa emailed to users
- Some issues with children continually pressing the button by Orchard Players Hirer - Police informed. To put up a CCTV recording 24 hours sign. Cost under £10 for 2
- Kitchen cupboards have not been cleared by hirers as requested; they had 2 emails from Facilities Manager. LG to put notes on each cupboard asking them to contact her to discuss. Happy to allocate reasonable space to groups, they will be asked to use trust crockery.

## **10. Bar**

Reporting Period: February 2026

Prepared by Larissa Goldsworthy

### **Staffing:**

- One Staff Member has left

### **Suppliers:**

- No problems with suppliers currently.
- New Greene King and Coco-cola Rep

### **Maintenance:**

- No issues currently.

#### **Health and Safety:**

- No Issues currently

#### **Events:**

- Next event Colour Blind hedgehogs in April.

#### **General Bar Running:**

- The Bar has been busy last few weekends with functions.
- Looking at summer opening times, to open earlier on Wednesday and Thursday to match Friday hours.
- Have asked Gully to Jet wash patio area ready for spring /summer.

#### **Summary of Identified Risks/matters for trustees:**

- **LG** to cover any shifts that can't be covered if we have staff shortage or illness.
- **GM** SAR Request – Footage has been sent, no further action to be done on the matter.

#### **11. Playing field**

- Football training commences 30<sup>th</sup> March.
- Hirers all happy at playing field/ Pavillion.

#### **12. Parish Council**

- Thanked LGA for attending the annual Parish meeting.
- New councillor has joined.

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

- **LGA**- Application for post box, currently waiting on reply.
- **CH**- Easter event, haven't sold many tickets, was agreed to still go ahead with event and promote over the next few days.
- **CW**- Send 3G Pitch update.
- **RH** – Youth Council.
- **TM**- Abba Tribute event to be supported by LG/Bar.

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

- Meeting closed at 21:12
- Next meeting to be held on Monday 27<sup>th</sup> April 2026 19.30 in the library.