



Charity N^o 267775

Minutes of Capel Community Trust meeting held on Monday 25th April 2016

Meeting opened at 8.05pm

Present: Mark Browning, Stuart Harris, Richard Morgan, Sandra Bumphrey, Mandy Marshall, Ian Love, Iain Bramhill

Members of the public: Julie Gentry

Apologies: Keith Bridge, Steve Bishop

21.04.16 Democratic ¼ hour Julie Gentry offered to rejoin the committee and was happily accepted.
Proposed; Mark Browning Seconded; Ian Love none against

Approval of the minutes from the meeting held on 22nd February 2016

Proposal: that the minutes are a true record of the meeting

Proposed: Ian Love Seconded: Iain Bramhill none against

22.04.16 Matters Arising from the Minutes

Fire risk assessment was carried out by Guardian Fire Safety Management on 12 February and a lengthy list of improvements has been suggested. See 01.03.16 below

06.01.15d Stuart is reviewing the Legionella report to ensure we are carrying out all remedial tasks. Richard had read the report but we still need to understand what needs to be done on a regular basis. The water gets checked and recorded but the flushing/descaling of the showers is not. Suggested that a Health & Safety item is added to the agenda. **Sandra**

21.06.15a. Stuart has made some progress with Highways through Gordon Jones and we have had a reply from Bypass. Stuart looked down manhole last week after rain and the water was not flowing. Stuart has contacted the council to find the rules on digging hole. Radio locator required to locate spot to dig a pit. Can Pat Tynan help? **Stuart**

56.11.15c The yellow container on the field is dangerous and it was agreed that once the field is dry it would be removed.

56.11.15d ROSPA report to be discussed and jobs prioritised. Stuart felt the BMX fencing needed replacing rather than removing altogether. Play area gate at hall is still not working. Playquip swapped it the first time it failed but don't want to replace it again. Stuart had laid grass matting in the hall play area gateway.

22.04.16a Need to revisit what we originally asked Andrew to do when checking the play areas **Sandra/Stuart**

12.02.16d Chain link fence in the basketball court needs repairing. Kris Thorpe to quote. 05.03.16 below

05.01.16a Main hall doors - but agreed to spend £70 to replace the code lock on the main hall door. See 04.03.16 below

05.01.16b Need to research hall tables once decoration has been done as the existing are heavy and don't fit together.

06.01.16 Iain has obtained quotes from £300-£1000 for signs outside the hall. Gordon Jones has funded £5k for hall refurb and the signs will be erected once the other work has been carried out if funds allow.

10.01.16 Revised booking agreement form is being collected this week.

16.02.16a Request received for small tables and chairs from the Association for children's parties. Agreed spend of £500 for 24 chairs and 3 tables. **Stuart**

01.03.16 Fire safety training with Paul Rodwell is on 3rd June at 1.30pm. IB, SB, SH & KB had a meeting recently to start working through the points requiring action on the assessment. The library arranges their own training. **Sandra**

02.03.16 Ian advised that there was £28k available for the hall refurbishment. It was agreed that these funds would be spent on acoustics, floor sanding, decoration, wood work, wall protection and the hearing loop. These items were considered priority to be carried out while the hall was closed for 3 weeks in August. See below.

03.03.16 Chris Dean had quoted £4100 + VAT for new curtains and tracks or £4624 + VAT for blinds. It was agreed to see what money was left as these could come from the maintenance fund. Sandra had met with Chris who'd suggested that we have electric blinds at the high windows and curtains at the bottom. Curtain samples given to Sandra.

04.03.16 Advanced Automated Access had quoted £17985 + VAT to replace the internal and external doors on the main entrance and the library. Ben Harris (Stuart's son) had looked at the doors and quoted £1355 to carry out the necessary repairs to meet the requirements of the insurers and fire risk assessment. **Sandra**

05.03.16 Basketball court – it was agreed to accept the quote from Suffolk Tennis Courts (replaced the tennis court nets previously) for £350 + VAT to repair the netting. From PC play area fund. **Sandra**

