



Charity N^o 267775

Minutes of the Capel Community Trust meeting held on Wednesday 23rd September 2020

Present: Iain Bramhill, David Busby, Sarah Smy, Amy Baalham, Carolyn Love, Stuart Harris, Steve Bishop, John Webb, Stephanie Bonfield, Bill Diamond, Sandra Bumphrey Jon Bunkell.

Apologies: Chris Whitley, Trevor Stephenson

Approval of the minutes of the meeting held on 27th July 2020

Proposed: Sarah Smy Seconded: Stuart Harris none against

Election of Chairperson

Iain Bramhill

Proposed: Stuart Harris Seconded: Sarah Smy none against

Democratic ¼ hour

Steph – Fireworks, instead of completely cancelling could we have a drive in Fireworks display? You would stay in your cars; we could take refreshments around to the cars. The field can get a bit boggy in November so not ideal to have cars on there. We could just use the car park, but we wouldn't be able to get many cars in there. How would we stop people turning up on foot? Would we be able to raise enough money to cover costs? All agreed not to go ahead with fireworks this year.

Matters arising from the minutes

Carried forward - IB to talk to Pickle-Ball and Running Club to look at financial grants viable their respective bodies **(Action IB)**

Carried forward - Speak to football about cheetahs needing more space on a Tuesday and Thursday evening **(Action CW)** this may have already been dealt with but cannot confirm.

Carolyn is now using Hall Master but has not made it public yet.

Trevor now gives more detailed invoices. Can be scanned to Stuart to approve if needed.

Carried forward - Carolyn and Amy put up signs and risk assessment around the hall however risk assessment needs to be signed off by trustees. Carolyn to circulate for approval. **(Action CL)**

Carolyn has spoken to Gifford about his cleaning. Sarah to catch up with Carolyn with what he is currently cleaning **(Action SS and CL)**

Need to check requirements on what we need to clean or have on a sign for play areas. Could check with Babergh. **(Action CL)**

Carolyn has spoken to Orchard players about moving their things but has not checked if they have moved anything yet. If not, then Carolyn will give them a deadline and will then move it for them. **(Action CL)**

Jon has sent child protection policy to Carolyn and she will circulate. **(Action CL)**

Finance

Hall hire had £25k last year and is only at £8.5k this year.

Fundraising taking a hit, no fun day etc small business grant is good but needs to last.

Grants have been received but must protect that money as bank balance was £21k in June and is now down to £16k already.

Expenditure examples:

Wages £900pm

Utilities £400pm

Trevor £600pm

Cleaners £900pm

Starling IT £600 one off

Covid exp's £300 one off

Bar canvases £300 one off

Sarah contacted PRS licence to see if we could reduce cost, but they said it will reflect next year as done on turnover.

Sarah will contact Scottish Power as direct debit is currently £300pm so expect this could be reduced. **(Action SS)**

All new projects will be funded from other places rather than day to day money.

Need to consider that bookings will not return to normal for some time and that large fundraisers have not/are not happening i.e. Fun Day, Fireworks, Xmas Float.

Queried with PC what they are doing re precept as usually start to apply for that around now. Julie will check and come back to me.

Hires

Dancing is back a lot. They have picked up an extra evening and will possibly be in Fridays too and a few Saturday mornings.

There is a new group starting Friday mornings.

Trampolining group have decided not to return.

Dogs are coming back on Saturday mornings

A new group for children's phonics is starting on Wednesday afternoons.

Cherry Blossom could be wanting to have some sessions soon.

Unfortunately, we have lost a lot of regulars due to restrictions. There can be no more than 15 for exercise but dance can have 20 and can dance in bubbles.

Do any schools need additional space? We could offer them the hall. **(Action CL)**

Steph spoke to Kathy Pollard who liked the idea of using the hall for flu jab clinics but queried if the wifi was secure and if there was anywhere to store the immunisations. Jon said the wifi in the bar and vine lounge is public but library has a secure internet so they could use the lobby as entrance point. If strength is a problem can use a cable and use direct access. **(Action CL)**

There have been recent concerns with speed of response after members of the public brought it up at an association meeting. Carolyn explained this with the period where we have a changeover of passwords so were unable to check emails for a couple of days.

Property and Assets. Repairs and Maintenance.

The fence at the playing field play area and the roundabout have fixed.

The hedge has been trimmed around the field and arrangements to trim hedges at Play Field Road have been made along with cutting down the hedge at the back of tennis courts.

Trevor has tried to fix hall roundabout.

Steve and Stuart removed the tree stump from the hall play area after complaints were made that it was a danger to the children playing there. Complaints were made about the noise by the Methodist Church who has requested that no noisy work is carried out there on Friday mornings as they teach a class then.

Planning application for extension on front of a Play Field Road property has been put in but it overlays our property. Occupants are aware and the ball in their court. Plans were sent to them with plans showing where the official boundaries are on 21st July, but we are yet to hear back. Iain will converse with them on their progress with the issue. **(Action IB)**

CPFC have some new goal posts which we allow them to keep erected on the field, but children have been using them to pull up on and play with.

Everyone likes the sound of the basket/net swing. We also need a bark refill. Amy will ask for a quote for the bark refill and then Sarah will put in application for S106. **(Action AB and SS)**

Bar and Events.

Jon stepped down as Vice Chairman.

Constitution updates have been circulated to all Trustees for records.

The AGM all went well.

Family side is now open too, the outside was popular when weather was nice.

Due to the current restrictions they are open less but must have double the staff, so understandably, finances are a struggle at the moment.

Opening hours will have to be changed now due to the new restrictions.

All customers must wear a mask until seated and it is to be table service only.

The Association would like to thank the trust for our help throughout these unprecedented times.

Urgent request for a glass washer, is there a pot of money that we could get? Would cost up to £1500 or hiring would be £48 a month. Auction sites are a good place to look. Sarah will pass on information about what sites to look at. **(Action SS and JW)**

If anyone has Budweiser vouchers they expire soon.

Parish Council.

Having Zoom meetings now.

Get funding requests in sooner rather than later.

Fundraising.

Briefly discussed Christmas float. It will be difficult to do door to door collections, but we could still have Santa drive around on the truck giving out sweets and people could chuck money in buckets or in the back of the

truck. Could do it in one night. People could also donate online. Admin to keep licences in their name but association to take responsibility of the rest of the organisation. **(Action JW)**

Chairman's actions.

Got precept and had ideas but covid has stopped any plans. We are now wanting to move projects further. Pavilion refurbishment is ongoing. Dave put in application for funding and Capel has some money ear marked in Babergh and has emailed them to see if that money can be used. Meeting to be arranged. **(Action DB)**

The hub is the biggest project ever and will probably take us 3-5 years to get to that point so we are investigating all avenues in the short term to see what we can do with the current pavilion. We need to repair the ceiling, have proper working showers and changing rooms that are more functionable. Meetings with the FC are ongoing. Can we use the current pavilion once the new one is up? Or demolish it?

We could gain money from football foundation. We would have to pay 25% towards it they pay up to 25k so we would have to pay 8k potentially 33k to spend. FC would need to contribute to the 8k too. The playing field fund which the PC hold for us could be used to help with this. We could apply jointly. We could contribute maybe 6k. Ventilation needs sorting. FC want to knock the wall down to enlarge the bar area, however, this is not our priority. Quotes are being sorted and it looks to be feasible. If wall gets knocked down where will we store things? FC need to sort through things and make extra space. Some question the need of extending the bar area but agree with the restoration on the changing rooms etc and money could be utilised elsewhere. Should consult with other groups that use the pavilion too. FC are aware we want to use the pavilion for other clubs too and it is not just for them. We need to confirm the specific times that they use it so we can rent it out to others. Does changing the outside need planning permission? Will come back with the fixed quote and circulate. **(Action IB and SS)**

Kitchen refurb – not doing this just to make more money but more about appearances and making it more appealing. Existing kitchen has been there for 45 years and is a massive off put to potential hirers. Quotes have been circulated. Gives hirers a workable kitchen. Looking at a 20k project. What about groups that lock their bits in the kitchen – standardise the crockery etc and make it available to everyone. No more locking away personal items in the kitchen. Where is the 20k coming from? Gordon Jones may be able to contribute. Central SIL pot. Mrs Carpendale fully backs us. Money will be from grants.

Jon made the Trust aware that even though Malcolm did a lot of work with the bar refurb he was not approached for a quote to do the kitchen. Malcolm is being involved in the Pavilion refurbishment, so Trust wanted to offer the kitchen to Leigh to support multiple local businesses. Also, Trevor is very familiar with the hall so seems they were best suited.

Beer garden – people are now using the outside area more due to covid-19, John will put some ideas together and get some quotes for making the outside area more functionable. Less ideas as to where to find the money from for this. Can we use SIL or S106 money for this? Sarah will ask. **(Action SS)**

Find out what minimum car parking spaces we must have so we know the area we can work with. Could be block paved so it can be used as car parking if needed too. Previous quotes are looking at 20k. **(Action JW)**

Administration

All points already covered.
Nothing more to add.

In camera session on staffing

Minutes not taken.

AOB

Nothing noted.

Next meeting Monday 26th October 2020 at 7:30pm in the hall or over Zoom depending on current regulations.