



Charity N<sup>o</sup> 267775

## Minutes of the quarterly Capel Community Trust meeting held on Monday 26<sup>th</sup> October 2020

**Present:** Iain Bramhill Chairman (IB), David Busby (DB), Stuart Harris SH), Steve Bishop (SBI), Trevor Stevenson (TS), Chris Whitley (CW), Gareth Millar (GM), Stephanie Bonfield (SBO), Jon Bunkell (JB), Sara Waters (SW), Chris Whitley (CW)

**Apologies:** Sarah Smy, John Webb

Approval for the minutes of meeting held 23<sup>rd</sup> September 2020:  
Proposed by Stuart Harris Seconded by Steve Bishop passed

### 1: Democratic ¼ hour

IB Stated that we are still in the same position with the fireworks and that they won't go ahead this year, same applies the Christmas Float. SW then brought SBO into the conversation regarding some ideas that the Villager of the Year Team had.

SBO suggested that the Villager of the Year team would like to help out this year if people didn't step forward to help. SH and SBI would help out with decoration and power etc. Steve Bishop mentioned that it was important to keep community spirit up and it should go ahead. SBO has sourced a vehicle and a Father Christmas. It was decided that it would be risk assessed and depending on the Covid restrictions at the time, would be only six people around the truck at any time, socially distancing. stollVolunteers should provide their own clothes but the masks and hand sanitiser would be provided. SBO suggested a Santa Tracker app so he can be found wherever he is in the village. It was discussed that this year that any donations of money made could be thrown at a distance into a large receptacle on the back of the truck and that it was not just about making money this year.

It was decided that it would run on 12<sup>th</sup> and 13<sup>th</sup> December.

It was also discussed that we need to get it advertised well this year, in Capel Capers, and SW suggested that it go onto the Facebook Page once up and running. SBO will draft an advert and pass it round to all for approval. We also have previous adverts formatted.

Nobody disagreed with the float running.

SW and SBO will have a meeting to discuss further.

IB is happy to help.

SW will contact Babergh to find out about street collection rulings and licensing in the current situation.

Actions: SW and SBO

### 2: Matters Arising from last minutes

#### 2.1

Pickleball and running club haven't yet been spoken to, so will be a rolling action.

#### Action IB

#### 2.2

CW spoke to the Football Club about Cheetahs needing more space on Tuesdays and Thursdays, TS said it has not been a problem for the last couple of weeks.

### 2.3

Regarding Hallmaster, SW is happy with how its working, and as long as it is set up correctly, it will be very useful going forward. IB asked if it was going make booking paperless, SW stated that it is one of the questions she needs to ask Hallmaster, regarding GDPR and holding information of customers. SW will speak to Hallmaster and move forward with it.

#### Action SW

### 2.4

Trevor will now give more detailed invoices.

### 2.5

Carolyn and Amy put up all of the signs.

### 2.6

Carolyn to speak to Gifford regarding cleaning, don't know if it has been done, SW was going to be meeting Gifford this week (but can't while in lockdown). So will meet with him later on to make sure he is cleaning all touch points etc. as required. SW will contact Gifford.

IB thought we had a detailed ROSPA cleaning guide to play equipment, SH not seen it. IB asked how the play equipment is cleaned, SH said he goes around disinfecting handles etc. in the play areas, three times a week. IB said that parents need to be responsible for disinfecting their children's hands. Steve mentioned that we could provide all of the cleaning products on site, but SH made the point that it isn't practical and would get stolen, SW mentioned it might not be safe to do so. IB mentioned that there should be a sign saying it is up to the People using the play areas to sanitise themselves, to make sure people know we are thinking about safely and that the responsibility is theirs.

SH made the point that the QR signs are gone due to the rain, so need to be re done.

SW can make the signs, but needs laminator. SH would buy one and pass it to SW. DB has one to hand he would be happy to donate.

SW will research the QR code situation with regards to the football club and the playingfield. GM made the point that there would be two differing codes.

#### Action SW

### 2.7

Carolyn was going to speak to the Orchard Players to make sure they have moved their equipment, but nobody is clear whether it has been done. SW will speak to them regarding the previous issues regarding fire risk assessments etc. SW will research to find the relevant info. IB mentioned that JW knew about it and it would be in the minutes from last year.

#### Action SW

### 2.8

IB asked if Carolyn had circulated the new Child Protection Policy and asked SW if she had seen it. but JB informed that there was a newer version and would send it to SW. SW to circulate.

#### Action JB and SW

### 2.9

WIFI SW had someone interested to hire if we had WIFI, JB explained that the current Bar WIFI isn't even strong enough to work well in the Bar, let alone the Hall. SH asked if it would help if the Association line would benefit from being made a business line. JB doesn't think so but Ian Love was investigating. JB suggested getting BT out to have a look. SW will research.

#### **Action SW**

#### **2.10**

IB was going to get in touch with the gentleman at the end of Bushey Close, the gentleman hasn't come back with anymore proposals yet. IB has left it in his court. SH mentioned that the trees have been cut.

### **3: Finances and Special Purposes**

IB doesn't think much has changed.

IB will ask SS to send an updated report.

#### **Action IB SS**

Scottish Power is a rolling action.

#### **Action SS**

### **4: Hirers**

SW updated that we have a good selection of regular users for the hall at the moment and that there is a lady wishing to find out if she can hang silks from the beams. SW mentioned that she should have been meeting with Cherry Blossom Nursery on Thursday but has had to postpone until clear from isolation. They may wish to hire for three days a week if practical. IB mentioned that someone had wondered about hire for a wedding, SW stated that they hadn't got back to her about the kind of ceremony they require, will contact again. SW has looked into how much it would cost to become a licenced property, and it was around £1700 for a three year licence, if it was something of interest going forward. SW mentioned that she knows some wedding planners as well. IB made the point that there are options to be done, but we are not wedding planners, we need to be clear as to what we can provide.

SW mentioned that the Mobile Pizza Co. would like to have the occasional Thursday pitch. IB asked if there are any objections, no objection. SW will go back and say yes.

#### **Action SW**

### **5: Property and Assets repair and maintenance**

SH stated the Tree and hedges by the entrance at Playfield Road have been cutdown and removed, but the hedge round the back of no. 11 and 13 have not been done, Andrew Velacot has not forgotten and it will be done when he is available.

SH has replaced the broken lock of one of the doors of the pavilion and distributed the keys to the relevant people. Has also been approached by the running club to have access to that door so they are able to keep their equipment safely.

We also had a problem with the swings in the Community Centre play area, where a swing had broken away and fallen on a little girls' hand. SH with the help of other members of the trust has put stainless

steel anchors in place and changed all of the chain links for brand new, it is now in operation and much more robust. It is designed to be more easily inspected than before.

IB thanked SH for his hard work.

SH will let SS have the invoices.

#### **Action SH**

#### **6: Community Association**

TS stated there wasn't much going on other than the virtual Open Mic nights. The financial situation is not looking very positive, they have now opened up for a few hours on a Wednesday as well as the Friday and Saturday. IB asked if Friday was still the busiest night, TS confirmed it is and that a few Saturdays ago the profit for the night was only £29. IB wondered if opening on the Wednesday is worth the outgoings if the figures don't work. TS stated that the association is keeping an eye on the situation.

#### **Chris Whitley joined the meeting.**

#### **7: Parish Council**

SH said that they have not met other than Zoom, for basic business, they are having to do risk assessments to deal with the flower display at the moment. A couple have blown down recently so SH and SBO are currently working on those.

SS and IB are getting together regarding the precept.

#### **Action SS and IB**

#### **8: Fundraising**

IB asked CW if there was anything he has to add at the moment that differs. CW didn't have at the present time, there have been problems with email recently so is catching up with that.

#### **9: Chairman's Actions.**

#### **10: Administration**

Covered in section 4.

#### **11: Projects**

##### **11.1 Basket Swing**

SW will get a quote on the basket swing and wood chippings when she speaks to the Playdale contact regarding whether it will hold water or drain away. SW will circulate once received, SW asked SH how much wood we would need, SH thought about 10 cubic meters would be appropriate over the two sites.

#### **Action SW**

##### **11.2 Glass Washer and Bar kitchen**

Regarding the new glass washer for the bar, TS stated that JW has been dealing with it, and will update at a later date. DB has been in touch to get KBB to quote for it. It was discussed that the sink transferal from the Kitchen to the bar would also be included on the quote from Leigh. TS informed that it had been measured up and would fit in the Bar kitchen along with some of the old cupboards.

#### **Action DW and DB**

##### **11.3 Current Pavilion**

Regarding the current Pavilion, IB has been meeting with Malcom Bonfield, Wayne Child (plumber), a Structural Engineer and Electrician to get quotes for the current pavilion to be updated and made fit for

purpose. IB will send the quotes and information to SW who will circulate with the minutes. The basic breakdown is as follows (and in the circulated invoice). £33,300 in total not including décor, it was discussed with GM that IB had thought that the Football Club were going to be paying for the décor which included seating and flooring. GM stated that he disagreed and that he thought the Trust were paying for this. IB will check with SS and GM what has been discussed in the past. The type of flooring was discussed.

The quote includes structural work which includes 3 joists to strengthen the ceiling and removal of the wall into the garage, Removal and disposal of ceiling and seating etc., Lighting, 2 heaters, 6 double sockets, extract fans, hand rail for disabled users, boxing of electrics, windows, roofing and an external bin store. There was some discussion regards to the outside of the building and whether it should be clad or just painted, the costs for cladding are as follows:

150mm White PVC Shiplap	£2974.40
Hardipanel smooth artic white	£4932.56
Black Hardiplank	£3152.00
18x140 Thermowood Read Wood	£4091.60

Another £1000 would need to be added to the costings for fixings.

Paint £3240.00 which could be cut down if we get volunteers to help.

IB and CW suggested that if we didn't clad the outside we could get the interior done for a similar amount.

SS has done lots of background work on funding and so far it looks as though £33,000 approx. is what would be available to do the work. SS to circulate the info. IB also informed that the Structural Engineer is happy to work for free for the Trust on a few projects.

#### **Action IB SS GM**

#### **11.4 Community Centre Kitchen**

Community Centre Kitchen quotes are done, we are waiting for KBB to get back re the quotes for materials. Once these have been obtained, then things can start moving forward.

#### **Action DB**

#### **11.5 Beer Garden**

TS said they have worked some rough figures and hopefully will be able to get the materials within the current budget. However, this would not leave sufficient to cover labour and it was therefore requested that the budget was increased to £7000, which may be sufficient to allow the work to be completed. JW has approached a local landscaper, who is also a member, and we are awaiting a quote. SS to investigate increasing funding and come back to report.

TS asked DB to find out how many car parking spaces are legally required.

#### **Action SS DB**

#### **11.6 New Pavilion**

IB and CW need to have a meeting to discuss how to proceed further with the Quantity Surveyor with regards to splitting the project into two phases and how possible it would be.

The Structural Engineer that IB has been working with on the current pavilion has also offered his services for free on this project.

#### **Action IB CW**

### **12: Any Other Business**

SH brought up the question of adding rigging to the Hall in regard to a potential hirer to be able to teach silk work. SH and IB are going to look to see how practical it would be and SW will find out the spacing requirements from the hirer, and also find out who would be paying for any work carried out.

**Action SW IB SH**

**Next meeting to be held on Monday 23<sup>rd</sup> November 2020.**