



Charity N<sup>o</sup> 267775

## Minutes of the quarterly Capel Community Trust meeting held on Monday 9<sup>th</sup> August 2021.

**Present:** Sarah Smy (SS), Sara Waters (SW), Steve Bishop (SBI) Gareth Millar (GM), Stephanie Bonfield (SBO), Jon Bunkell (JB), Derek O’Galligan (DO), Chris Whitely (CW)

**Apologies:** Iain Bramhill Chair (IB)

### Approval of minutes April 2021

Proposed by **SS**      Seconded by **SBI**      Voted and agreed by majority.

#### 1: Democratic ¼ hour

**SBO** was asked by Mr Bonfield to ask the Trust if they thought a firework sign in memory of Graham Whybrow would be something the Trust would donate towards. It was discussed and agreed that **JB** would contact the family and ask their thoughts. It was agreed that the Trust would help financially with the final decision.

#### 2: Matters Arising from last minutes

- 2.1 **GM** has purchased a new bin for the field.
- 2.2 **SBO** has spoken to Babergh, and someone is coming out to assess. Ongoing.
- 2.3 **SW** sorted the cleaning out with Gifford
- 2.4 **SW** still has to find and circulate the info regarding the front door lock on the Hall. Ongoing.
- 2.5 **SW** has spoken to Trevor who will take a look at the gate at the play area.
- 2.6 **SBI** will speak to the library regarding the doors. Ongoing.
- 2.7 **IB** to continue to monitor the works on Playfield Road. Ongoing.
- 2.8 **SBO** will go forward with the picnic area at the field. Agreed by all.
- 2.9 **DO** found some information regarding funding for the picnic area, **SS** is waiting to hear back from Julie for confirmation.
- 2.10 Emergency access for the field please see section 7
- 2.11 **SS** explained that the Basket swing is no longer an action point due to the whole play area being looked at.
- 2.12 Play area working party has been set up.
- 2.13 **DO** investigated play area funding of other villages, they received their money from CIL and 106 pots.
- 2.14 Fundraising for the Hub subcommittee is ongoing.
- 2.15 Pavilion refurb is still ongoing, but very nearly finished.
- 2.16 Media splash for the kitchen has been done and submitted. **SW**
- 2.17 Media splash for the Garden has been done and submitted. **SW**

#### 3: Finances and Special Purposes

**SS** mentioned that the finances are looking healthy and passed the report round. The rent from the hall bookings is looking much better this month due to nearly all regular clubs being resumed. **SS** explained that it hasn't been so healthy since November 2019.

**4: Hirers, Customers and Administration**

**SW** mentioned that the hall is nearly fully booked for the weekdays. There are parties and events being booked on a regular basis as well, so weekends are also filling up.

**SW** is showing three potential groups around the Vine Lounge and also the Pavilion.

**SW** has been in touch with some people regarding funding for the Children's Services that are keen to hire the Vine Lounge, it is apparent that there are pots of money available for them.

**SW** is going to investigate cleaning for the pavilion on a regular basis due to the refurb and the soon to be regular use of the sports clubs.

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

**GM** and **SW** will meet to discuss the hedge maintenance and the bin situation at the playing field.

**SW** is going to collate an assets list which will contain all assets worth £200 or more.

**SW** will also do the PAT testing.

**6: Community Association**

**SBO** informed the Trust that the bar is now open on Thursday evenings as well and that the first open mic night had been a success and that they are looking to put more events on in the near future.

The garden is getting used more often in the daytime as well as when the bar is open.

**SBO** is looking at getting a freezer installed in the bar. The pool area has now been re-opened. There will also be a wine of the month event coming soon, the logistics are now being sorted.

**7: Playing Field**

**GM** has met with the Bowls Club, and they have asked for some trees to be cut down or removed, the cost according to Joseph Tremaine is £800 to reduce and £1200 to remove. **GM** asked which we would rather do, it was generally agreed but not vote on that removal would be preferable moving forward.

**GM**, **CW** and **SW** are going to meet with the club to discuss rent and the removal of the trees.

The lock on the gate to the side of the pavilion has gone missing, **GM** will replace.

The bin at the teen shelter is overflowing again, **SW** and **GM** will meet and swap over the bins.

**GM** is now dealing with the grass cutting gentleman, as there were some problems which have now been sorted.

**SW** will speak to Joseph Tremaine to get the hedges cut down; it was also decided that the hedge around the play equipment at the field should be removed in October (ready for the bonfire).

**GM** informed that there was an issue with emergency services getting on the field recently because the bar at the top of the car park entrance was locked, it was agreed that the lock code will be passed on to emergency services for any future situations. **SBO** will find out how to do so.

**8: Parish Council**

**DO** informed that the Parish Council are mostly tied up at the moment with the Capel Grove development. There will be an information meeting at the Community Centre for all to attend.

Persimmons is progressing rapidly and on 24<sup>th</sup> of August the show home will be open.  
Bill Dimond is still working on the Jubilee.  
DO mentioned that County Broadband are interested in fitting fibre for the whole village.

**9: Fundraising**

Nothing reported.

**10: Chairman's Actions.**

Nothing reported.

**11: Projects**

**11.1 Basket Swing (playground update)**

There is now a playground sub committee with **SS, SBO, JB, FB** and **SW** who have met once and now are working on getting companies in for ideas and quotes.

**11.2 New Pavilion**

**IB** will set up a date for the sub committee which includes **SS GM CW**. **IB** will speak to **CW** regarding the QS progress. **DB** mentioned that we should pay for the work to be done so it can get moving.

**11.3 Current Pavilion**

The work is going well and should be totally completed by the end of August.

It was agreed by majority that **GM** would get quotes for the work for the rest of the pavilion (toilets and changing rooms). It was agreed by majority that the Trust would find £8,000 to be matched by the FC.

**11.4 Community Centre Kitchen**

**SW** sent out the media splash. Kitchen is now complete.

**11.5 Community Garden**

**SW** sent out the media splash. Garden is now complete.

**11.6 Wi-Fi for the Hall**

All seems to be going well so far.

**12 Future Development Plan**

**DB** has had a meeting with the planners and would like to put the Trusts thoughts to Martin Scott. It was agreed that **DB** would draft and send a letter. **SS** and **DB** will look further into putting suggestions forward.

**13 Any other business**

**SW** will speak to the Burger van to make sure he is using his own electricity and not the halls.

**SS** mentioned that **GM** did both weeks of holiday cover for **SW**. Thank you to **GM**, it was much appreciated.

**SW** is going to speak to the hall users and see if we can get a hall users trustee.

A planning meeting was agreed for 6<sup>th</sup> Sept. in the Vine Lounge.

The meeting ended at 21.30

#### Action Points

Initials	No.	Action
JB	1	Will speak to Grahams family
SBO		Quotes for drop curb, on going
SW	4	Find and circulate locks for front door.
SW	5	Will collate an assets list
SW	5	Will carry out the PAT testing.
SBI	5	To speak to the Library and Ben re the doors of the library on going
IB	5	Will monitor the works on Playing field Road. (On going)
GM, SW	5	Will meet to discuss the hedge and bin maintenance.
SBO, JB ,	7	Will get the picnic area started
GM,CW,SW	7	Will meet with the bowls club re rent and trees
GM,JB,SH	On going	To get together and discuss the logistics of the emergency access.
SW,GM	7	Will meet and get the bins and locks sorted at the field
SBI	7	Will pass the lock codes to the emergency services.
IB and CW	11.2	Will set up a subcommittee for fundraising for the Hub.
GM IB SS	11.3	Current pavilion upgrade ongoing
SW	AOB	Will look for hall user's trustee.
SW		Will take pics of all new areas and send to JB

Next meeting to be held on Monday 27<sup>th</sup> September in the Library.