



Charity N<sup>o</sup> 267775

## Minutes of the monthly Capel Community Trust meeting held on Monday 22<sup>nd</sup> November 2021.

**Present:** Chris Whitely (CW) Chair, Dave Busby (DB), Sara Ryan (SR), Steve Bishop (SBI) Gareth Millar (GM), Stephanie Bonfield (SBO), Jon Bunkell (JB), Derek O’Galligan (DO)

**Apologies:** Sarah Smy (SS)

### Approval of minutes September 2021

DO mentioned one change needed of Special to Spatial.

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

**1: Democratic ¼ hour**  
Nothing to report.

### **2: Matters Arising from last minutes**

- 2.1 **DO** has mentioned to the PC about the drop curb and mentioned that it has general support to use 106 or CIL money, **DB** is waiting for quotes.
- 2.2 **CW** and **GM** have put a key safe on the pavilion for the time being. It was suggested that the Locks at the pavilion get incorporated into phase two of the pavilion upgrade It was agreed by all. **JB** mentioned a timed lock that works for individuals only and will find some more information about it.
- 2.3 **SBI** changed the lock and there is now a new code for the hall and library.
- 2.4 PAT testing has been conducted. The fridges in the bars do not need doing every year.
- 2.5 **SR** has spoken to the library regarding the doors they want, explained that it will be looked at in the projects meeting next year.
- 2.6 There has been no movement with the Playfield Road building at the side of the pavilion. Ongoing.
- 2.7 **SBO** will give the new code to the emergency service.
- 2.8 **SBO** has found some good quality benches for the picnic area that are on a good deal, it was agreed to get four.
- 2.9 **SS** and **SR** are meeting with the Orchard Players on 26<sup>th</sup> November to sort out the Orchard Players rent. Ongoing
- 2.10 **SR** has spoken to Clive regarding the cleaning, but apparently it is still not good enough. **SR** and **CW** will meet to discuss.
- 2.11 **SR** will book someone to remove the large items as long as it comes under £100 it was agreed.
- 2.12 **CW** is still getting information regarding broadband. Ongoing.
- 2.13 The flyers have been collated and are now at the printers. Thanks to Jon for collating and to all who had an input.

- 2.14 **CW** is now waiting for the Bowls Club to come back to him regarding the second formal attempt at an agreement. Ongoing
- 2.15 **SS** arranged and sorted the rent with the Association.
- 2.16 **SR** has spoken to Gifford regarding the circular saw, and it has now been removed. **SBO** asked for details of any contract and agreement we have with Gifford and for clarification of who buys what equipment. **SR** will get the information requested.
- 2.17 **GM** and **CW** have 2 quotes for the lighting around the pavilion and hall, they have come back very similar at around £3,500. It was agreed and passed that it is of an urgent nature that the lights are fixed, therefore a third quote will not be required. **SR**, **CW** and **GM** will get the work started promptly.
- 2.18 Play area upgrade is ongoing, and the group share the information as it comes in.
- 2.19 Pavilion upgrade ongoing the drawings have now been given to 2 contractors.

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

**SS** had sent information that the Trust need to hold and EGM to urgently adopt the financial report for 2020 so that it can be submitted to the Charities Commission. It was agreed that **SR** would get the notice out the next day so that the meeting could be held in 14 days from the notice. The Charities Commission will be contacted to explain the situation and that it is in hand.

### 4: **Hirers, Customers and Administration**

**SR** mentioned that due to the doors being left open for entire nights, the front doors have had the wooden block and the bolt removed, so it will be harder to prop open, emails have also been sent out to all groups explaining this and why. **JB** explained that this is impractical because the doors need to be accessible for all when in use. It was agreed that a hook on the wall will be tried. It was also asked and agreed. that the bar staff check that all of the hall doors are closed and locked at the end of every shift.

The PAT testing has been conducted and mentioned that the fridges do not need doing every year, so the task is now complete.

The Play equipment report by rospa has been conducted and sent around to all at the Trust.

The street collection paperwork has been formalised and sent round to the Trust.

First aid and cleaning equipment documents have been created and will now be sent out with all hire agreements for the hall.

There have been a good number of people booking the hall and pavilion for a number of different functions.

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

**SR** and **GM** are still waiting for quotes for the work at the field, **SR** will chase again and find a new company to ask.

### 6: **Community Association**

**SBO** announced that the Christmas bingo will be up and running as of the 15<sup>th</sup> December and will continue for every third Thursday of the month.

The member's party is booked in for the 29<sup>th</sup> December.

Wine of the month has proved highly successful.

There is a £700 loss this month, but it is nothing to be concerned with. The new rent was agreed with

### **SS.**

Nick Smith and **SS** are looking into furniture for the family bar.

**JB** presented the numbers for the bonfire night which stood at £7,357 profit which is hugely more than previous years. They have had a meeting to go over the event management plan to make sure that all bases were covered. **JB** mentioned that all helpers were very keen to help again next year. The planning will start in July/ August for the 2022 event. Huge thanks to all who were involved.

**7: Playing Field**

**GM** informed that there is not much to report, the fireworks evening left the field in a good state. The Locks on the high gate at the back of the field has a slightly different code and **GM** asked **SBO** to let the emergency services know.

**8: Parish Council**

**DO** mentioned that the **PC** were pleased with the precept presentation and that the next meeting has been moved to December 2<sup>nd</sup>.

The **PC** say thank you for the hard work that went into the Fireworks evening.

**Piip** is up for annual review and will have the play areas on as well as some suggestions for more areas that can be used which will also include adult gym equipment, the drop curb was also included into this plan.

**9: Chairman's Actions.**

**CW** has met with Tom Barker – Babergh, Cnclr. Sue Carpendale and Christine Matthews to chat about funding and **CIL**. Concentrating on five major projects which are: the drop curb, play areas (both), converting the tennis court to a Muggers and a skate park.

**CW** is interested in applying for £75,000 each for the following: Playing field play area, Community Centre Play area, the Muggers, and the Skate Park.

Meetings have been set up with a planner at Babergh and Jo Moye from the infrastructure team.

**CW** has also been in touch with Suffolk pro help who offer professional services for free.

**CW** asked that **DO** take this information to the **PC**.

**DB** thought we may need to phase the requests.

**DB** also mentioned that the **Piip** review will also help with funding for this kind of project.

**10: Projects**

**10.1** Please see Chairman's Actions.

**10.2** Please see Chairman's Actions.

**10.3** Play area updates are sent as the group receive them.

**10.4** Existing Pavilion update, Drawings have now been given to two contractors.

**10.5** Christmas Float was discussed and **JB** mentioned that as we are now doing it over 3 days a few things need to be addressed. A route was agreed and will be forwarded as needed.

It was discussed that some people who would like to help would like to bring children under 13 years old. It was agreed that it must be one adult to one child and that no child can knock on the doors or collect money on the route.

**SR** will contact the Bypass Nurseries for a tree for the float.

**12 Any other business**

It was agreed that the next meeting would be held on 27<sup>th</sup> December 2022 in the vine lounge (TBC).

The meeting ended at 21.18

## Action Points

| Initials    | No.  | Action   |
|-------------|------|--|
|             |      |  |
| DB, DO      | 2    | Quotes for drop curb. (On going)   |
| JB          | 2    | Find out about the timed locks   |
| SBO         | 2    | New code to the emergency services.  |
| GM          | 2    | Will monitor the works on Playing field Road. Ongoing.   |
| SR CW       | 2    | Will discuss the barbers cleaning  |
| SR          | 2    | Will get large items removed for under £100.   |
| CW          | 2    | Bowls club rent. Ongoing   |
| CW SR       | 2    | Will sort out the barber cleaning situation  |
| CW          | 2    | Still investigating getting all information regarding the association and all legalities and action a meeting to do such. Ongoing. |
| SS SR       | 2    | Orchard Players rent and agreement meeting   |
| SR          | 2    | Will speak to Gifford regarding the cleaning of the hall and contract info   |
| CW GM SW    | 2    | Will get an electrician in place for the lighting around the hall and pavilion   |
| CW          | 2    | Wi-Fi still on going for another month.  |
| SR          | 3    | Will send out an EGM notice ASAP   |
| CW          | 4    | Will put a hook on the wall at the hall.   |
| JB and SBO  | 4    | Will speak to bar staff to ask them to check all doors   |
| SR          | 5    | Will look for a new garden company for the playing field.  |
| DO          | 9    | To take the info of the CIL and project to the PC.   |
| CW          | 9    | Will keep all updated on any CIL movement.   |
|             |      |  |
| JB, SBO, SS | 10.1 | Play area upgrade ongoing  |
| GM          | 10.2 | Pavilion upgrade ongoing.  |
| SR          | 10.5 | Tree for the float   |

Next meeting to be held (TBC).