



Charity N<sup>o</sup> 267775

## Minutes of the monthly Capel Community Trust meeting held on Monday 25<sup>th</sup> October 2021.

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

**Apologies:** None

### Approval of minutes September 2021

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

#### 1: Democratic ¼ hour

Nothing to report.

#### 2: Matters Arising from last minutes

- 2.1 **JB** has spoken to Grahams Daughter regarding fireworks evening. No further action needed at the current time.
- 2.2 **SBO has heard nothing further regarding the drop curb. DB and DO will take it to the PC and will look into it further.**
- 2.3 **SW** has spoken to the locksmith, it is no longer feasible to fit the lock on the pavilion as we thought, **GM** and **CW** will buy and fit a key safe to the pavilion until further investigations can be done regarding a smart lock.
- 2.4 **SW** has completed the current asset and maintenance list and will circulate.
- 2.5 **SW has spoken to a PAT testing company and is waiting for a response.**
- 2.6 **SBI** has spoken to the library, and they have agreed the ramp can be removed from the foyer access for the library. It was agreed that the foyer doors and library doors will be looked at in the next Projects meeting. **SW** to speak to Suffolk library to discuss exactly what they would like.
- 2.7 There has been no movement with the Playfield Road building at the side of the pavilion.
- 2.8 **SBO has given the emergency services the codes to gain access to the field.**
- 2.9 **SBO** will keep the picnic area ongoing.
- 2.10 **SW** is talking to the Orchard Players regarding the trustee position. Ongoing.
- 2.11 **SS** and **SW** will sort out the Orchard Players rent. Ongoing
- 2.12 **SW** will speak to Clive the barber regarding cleaning up properly.
- 2.13 **SW** and **JB** to arrange for the large items to be picked up and dumped.
- 2.14 **CW** is still getting information regarding broadband. Ongoing.
- 2.15 Play area upgrade ongoing. Please see section 10
- 2.16 Pavilion upgrade ongoing. Please see section 10

#### 3: Finances and Special Purposes

**SS** has requested a change card and a debit card for the trust finances for ease of buying the smaller purchases, lots of expenses get submitted and it should cut that down considerably.  
Hall Master is due to be paid, and the insurance has been updated.  
We have had £20,000 more in than out.  
**SS** will also investigate the bowls club water bill.

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

**SS** mentioned that she had had a meeting with the Thursday morning Coffee club, and it had been decided and agreed that they would use Sarah's Coffee shop.  
**SW** mentioned that there is lots of interest in hiring the pavilion for classes, there are now three regulars for now.  
We have just lost a regular group on a Friday morning, so we now have Thursday mornings and Friday mornings to fill in the hall.  
Lots of events have been held in October, all went well.  
Christmas Market is still going well, 14 stalls have been sold so far.  
**SW** has asked the Blood Donation Service if they could just come on a Monday, which is fine with them.  
**SS** and **SBO** mentioned that the barber is doing well but not leaving the room clean enough, there has been hair left, **SW** will speak to Clive.

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

**SW** mentioned that there is a bit of land by the end house at the entrance of the playing field that is scruffy and when **SW** spoke to the lady who lives there, she was told that it wasn't her land and that it was ours. For some reason the company who cut the grass at the field will not cut it.  
**SW** has met with Green Grass (landscapers) to get a quote for the piece of land that needs tidying up and levelling, the quote came in at £1,700 for just the clearing of the weeds, there would need to be two more stages apparently. **GM** is also getting a quote and **SW** will get another from a local company.  
**SW** has spoken to Joseph, who should be removing the hedges around the play area before bonfire night. It was agreed that we do need to spend some money on it to make it look presentable.  
It was discussed that the lights at the pavilion and the hall were broken and need fixing sooner rather than later, **SW**, **GM** and **CW** will get some quotes from some electricians.  
**SW** will send round the Asset list for all to see.

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

**SBO** advised that at the last meeting it was decided to go back to normal opening hours as of November 1<sup>st</sup>.  
**SS** and **SBO** mentioned that the bar rent hasn't started yet and that it needs looking at. It was agreed that the amount that Mark suggested paying of £250 per month is very low but it makes sense to keep it low until things start to normalise. This will be reviewed in the new year.  
It was discussed at length that we do need to clarify the legalities of the membership system and corporation tax etc. **CW** will do some research and report back. It was agreed that it would be a good idea for the Trust and Association to have this information to hand.

#### **7: Playing Field**

**GM** mentioned that the Running Club had their Capel 5 event, and it all went smoothly.  
Football training is off site until March.

**8: Parish Council**

DO mentioned that the Christmas Market has been well received.

SS thinks that the Precept meeting will be on zoom but will confirm.

The joint local plan BBDC was heard last week, for allocation of housing, the examiner is not happy with the spatial distribution and has asked for the hearing in November has been postponed indefinitely. DB thinks it is due to the developers not being happy, Capel did very well with their presentation.

**9: Chairman's Actions.**

CW is still gaining information regarding Wi-Fi for the hall.

Bowls club meetings and talks are moving along nicely.

**10: Projects**

**10.1 Play area**

JB and the team are waiting to hear back for the plans and pricing.

CW asked if we could get a skate park on the area and could we get funding. DB explained that Street parks are now the current equipment that is cheaper, and it is worth asking for funding, we just need the space. GM mentioned the space at the back of the field.

**10.2 Existing Pavilion update**

GM has circulated the new plans for the second phase of the pavilion, DB wonders if the tables out the front will be a hindrance, GM explained that they are movable. DB thinks Babergh CIL should be applied for this project and has asked if a document could be put together. GM will investigate it once all the quotes have come in.

**12 Any other business**

JB mentioned that the Fireworks team are meeting every Tuesday on the run up to the event.

SBO passed on the wedding gift to SW (it was very gratefully received)

The meeting ended at 21.15

**Action Points**

Initials	No.	Action
DB, DO	2	Quotes for drop curb, DO will bring it to the PC attention also. (On going)
SW, GM, CW	2	Locks on pavilion on going, put key safe up temporarily
SBI, SW	2	Change the codes to the hall and library
GM	2	Will monitor the works on Playing field Road. (On going)
SW	2	Book PAT tester.
SW	2	To speak to the library to find out exactly what they would like re doors, ready for projects meeting 2022
SBO	2	Will continue with the picnic area as and when necessary (on going)
JB,SS, SW, CW, SBO, GM	2	Write, collate, and send pics to JB by 8 <sup>th</sup> November for the Christmas Flyer.

SS	3	Will look into Bowls Club water bills.
SS	3	Will speak to the association regarding the agreement on rent
SW	3/4	Will speak to Gifford regarding the cleaning of the hall and removal of circular saw.
SS SW	4	Orchard Players rent and agreement
SW	4	Will speak to the barber regarding cleaning up more thoroughly after some complaints.
SW JB	5	Sorting out pickup of large items. (Council, not scrap).
CW	6	Will investigate getting all information regarding the association and all legalities and action a meeting to do such.
SW, GM, CW	7	Will get quotes for fixing lights around the hall and pavilion
CW	9	Wi-Fi still on going
JB,SBO, SS	10.1	Play area upgrade ongoing
GM	10.2	Pavilion upgrade ongoing.

Next meeting to be held on Monday 22<sup>nd</sup> November in the Pavilion at 19.30 (TBC).