



Charity N^o 267775

Minutes of the monthly Capel Community Trust meeting held on Monday 28th March 2022 at 19.30 in the Library.

Present: Chris Whitely (CW), Sara Ryan (SR), Gareth Millar (GM), Stephanie Bonfield (SBO), Derek O’Galligan (DO), Jon Bunkell (JB) in attendance remotely.

Apologies: Dave Busby (DB) Steve Bishop (SBI)

Approval of minutes February 2022

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

- 1: Democratic ¼ hour**
Nothing arising

In extraordinary circumstances, the motion to Vote on **Stephanie Bonfield’s** application to become Hall Users Rep was brought to the beginning of the meeting. **CW** proposed, **GM** seconded and all voted in favour. **SBO** was welcomed as Hall Users Representative.

- 2: Matters Arising from last minutes**

2.1 **Action points were briefly discussed. Please see below for details of each point.**

Initials	No.	Action
SBI, GM	1	Find the deeds and write to the Playfield Road resident. Letter completed and SR will send out. Complete
SR	2	Find out about timed locks ongoing, On hold until new foyer is discussed. No further action yet.
SS	2	Will employ book-keeper Complete.
CW	2	Wi-Fi into place. Chris is waiting to hear back from the Coop’s Facilities Manager. Ongoing
SS, GM	2	Will look into web design and best way forward. Have spoken to a few web designers, have had another quote of £2,500. Ongoing
SR	2	Will chase up heating quote.

		Booked in for 11 th and 12 th April. Complete
SBO, JB, SR	2	Storage clearance SS and SR are currently clearing and destroying unnecessary paperwork in the archive cupboard, lots needs confidential shredding, SR has been in touch with Bolton Bros for a quote. Ongoing
SS	2	Will buy the tables for the hall. Ongoing
SR	2	Will change and let Gifford know about cleaning going forward. Have found 2015 cleaning schedule, will adapt and send to Gifford. Ongoing
SR		Will speak to Architects for some help. Spoken to Marta, who is asking her company if they would support, if not she will see what she can personally do to help. Ongoing
SR	4	Will look into a fire safety course and find all paperwork. Have the name of a company that will come out and assess and train as appropriate. Safteyboss. Speaking to Safteyboss to see what they can do and how much it will cost. Ongoing
SR	5	Window and solar panel cleaner. Message sent, waiting for reply.
SR	5	Hall and pavilion lighting. Spoken to Stuart and he is going to fit the last lights. Complete
CW	6	Will look into membership. Ongoing
CW	9	Bowls club lease. Lease signed and awaiting one more signature. Completed
SR	9	Find out from AW about a new water line from AW Least £1,004 most £3,000 we can put an application in for a proper quote which is free. Completed.
CW	9	Will keep all updated on any CIL movement. Please see Projects. Ongoing
CW	9	To set up a 'one voice' group with CM and SC
SR	10	Set up a projects meeting for March. Not relevant

3: Finances and Special Purposes

- 3.1 Please find attached report for Jan and Feb 2022.
- 3.2 **SS** mentioned that we now have a new book keeper who she is happy with.
- 3.3 This month we had £5,700 from hall hire £6,000 from a small business grant. **SS** also mentioned that we are just breaking even taking account of the grant received with £15,000 in and £8,000 out.
- 3.4 As with all things the electricity bill will be going up.
- 3.5 **SS** will also be looking for grants for the play areas upgrade.

4: Hirers, Customers and Administration

- 4.1 **SR** advised that there isn't too much to discuss other than May being a very busy month for hall and bar hire with lots of functions. **SR** will be in contact with the Association to make sure that the bar is fully stocked and staffed for the events.

5: Property and Assets repair and maintenance

- 5.1 **SR** mentioned the ongoing issues with play area maintenance and how it should move forward with the impending change, it was discussed at length and **SR** will contact ROSPA to find out about how to proceed with the maintenance as a matter of urgency. In the mean time it was asked that **SBI** create a check list of equipment and what needs looking at and pass it to **TB** to tick off each time he inspects so that there is a written record of safety checks. The Trust discussed comments from Councillor Matthews and understand her concerns regarding playground inspection monies. We are looking into improving the process and will be responding to her accordingly.

6: Community Association

- 6.1 **JB** informed the Trust that **SBO** had stepped down and that he was standing in as chair for the meeting.

7: Playing Field

- 7.1 **GM** has had an informal chat with a resident of Playfield Road who mentioned that the new light was brighter than the old lights.
- 7.2 The Football Club will be returning to training at the field as of this week.
- 7.3 **GM** has written a letter to be posted to the resident of Playfield Road regarding the building works.

8: Parish Council

- 8.1 The PC didn't have a meeting this month due to Covid.
- 8.2 **DO** mentioned that the AGM went ahead.
- 8.3 The PC have been in touch regarding the maintenance of the play areas which they provide funding for each month, this is ongoing.

9: Chairman's Actions.

Please see projects.

10: Projects

- 10.1 **CW** informed the Trust that the three main projects moving forward currently are (in order)

1. Community Centre Play area and car park. This has been marked as a priority because there is dual functionality and more than one group of residents would benefit. **CW** has applied for CIL funding and submitted planning permission. This is the most complicated project because it needs to be re arranged due to more parking spaces being allocated. **SR** will contact the architect to ask about technical drawings. It was agreed by all that we should pay for someone who can provide such.
2. Playfield Play area. **CW** has applied for CIL funding and submitted planning permission.
3. MUGGA. **CW** has applied for CIL funding and submitted planning permission.

All three projects will be applied for by the Trust and the PC as a joint application to Babergh. Both PC and Trust are working together in a supportive relationship.

The funding was discussed at length and **SS** will actively look for funding for the projects to alleviate the funding given by the PC. **CW**, **DO** and **SS** think with all of the grants, CIL and funding available, all three projects look positive and achievable.

This will be applied for the first round of CIL money in May.

SS asked if we add a seating and picnic area to the Playfield upgrade, would that make that plan dual functionality as well as it would be for the adults and children.

10.2 Bar kitchen

It was discussed and agreed that **SR** would ask the Association to come up with a plan for the redesign and upgrade of the kitchen and submit it to the Trust at the next meeting. The Funding is for £5,000.

10.3 Community Garden (Phase 2)

It was agreed by all that the Trust would oversee the second phase of the Garden. It will require lighting and some form of cover/shade. It was also discussed to look at heaters. It was agreed that the BBQ would be a portable one and not built in. there is £3,000 for this project. **GM** will do some research.

10.4 Pavilion (Phase 2)

GM and **SS** are going to fill in the forms for the funding of the second phase of the pavilion upgrade. It will be looked at and decided on what is the most important changes to try and get the quote amount down.

10.5 Picnic Area

SBO asked if a new amount could be agreed for the picnic tables as the price has risen due to many unforeseen issues. It was proposed by **SBO** seconded by **SS** and voted and agreed by all that we will now order 6 benches, 4 for the playing field and 2 more for the Community Garden. At a cost of £279 each.

12 Any other business

No other business.

The meeting ended at 21.20

Action Points

Initials	No.	Action
SBI, GM	7	Find the deeds and write to the Playfield Road resident.
CW	9	Wi-Fi into place.
SS, GM	4	Will look into web design and best way forward.
SBO, JB, SR	5	Storage clearance

SS	3,10	Will buy the tables for the hall.
SR	4	Will change and let Gifford know about cleaning going forward.
SS	3	Will Look for grants and funding for play area upgrade.
SR	4	Will look into a fire safety course.
SR	5	Contact ROSPA to find out about play area maintenance.
SR	5	Window and solar panel cleaner
SBI	5	Create a check list for maintenance and pass to TB to keep a record of checks.
CW	6	Will look into membership
CW	9	Will keep all updated on any CIL movement.
CW	9	To set up a 'one voice' group with CM and SC
SR	10	Will speak to Architects for some help.
SR	10	Will inform the Association about the funding and plans for the kitchen.
GM	10	Will look into garden lighting and shade.
GM, SS	10	Will fill in the forms for the pavilion phase 2.
SBO	10	Will order 6 benches.

Next meeting to be held 25th April 2022 in the Library.