



Charity N^o 267775

Minutes of the quarterly Capel Community Trust meeting held on Monday 23rd November 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)

Apologies: John Webb (JW)

Approval for the minutes of meeting held 26th October 2020:

Proposed by Stuart Harris Seconded by Trevor Stevenson passed

1: Democratic ¼ hour

GM stated that as of 2nd December, Grass roots football will be allowed back after lockdown and was wondering if the pavilion will be useable by then, due to the gas leak. **SS** explained that the meter had been changed and needs plumbing in and checking for further leaks, which should be done in time for the 2nd December but if not will be made safe so the pavilion can be used. **SS** stated that the Gas engineer will work on Saturday.

Action SS and SW

SBO Mentioned that the Christmas Tree is up and thanked the Trust for the loan of the space to do so. The Villager of the Year Team wondered if they could spread the Christmas decorations onto the spare land next to the playpark. Nobody had any objections.

SBO said the Christmas Float is nearly ready to go, **IB** asked if any help was needed, but **SBO** explained that because of Covid guidelines there can't be many helpers this year and there are enough people do cover it.

2: Matters Arising from last minutes

2.1

SW has spoken to Babergh regarding the street collection license.

2.2

IB has spoken to Pickleball and running club. Will continue to be a rolling action.

Action IB

2.3

SW stated that Hallmaster is still running well and will keep learning how to use it. It is now the main diary for the hire of the premises. **SS** stated that it has now been paid up for another year.

2.4

SW has spoken to Gifford with regards to cleaning before we open on 2nd December, which will be useful to find out what he cleans and if it is covering everything needed. **SS** stated that we are paying a significant amount for the cleaning. **GM** asked if we could find out if Gifford could also clean the pavilion twice a week, possibly at the weekends, to be paid by the football club. **SW** will ask Gifford. **SH**

suggested that we may need to think about phasing out some of the disinfecting for the play equipment in the new year.

Action SW

2.5

SW was going to speak to the Orchard Players regarding moving their equipment for safety reasons but hasn't yet due to lockdown and issues regarding rent. **SW** will meet with **JW** when possible to find out exactly what needs doing and then get back to them when they are due to return in (possibly) January.

Action SW & JW

2.6

SW needs to recirculate the Child Protection forms.

Action SW

2.7

SW has done some research regarding the broadband for the Hall, and will send the information round, **SW** will contact Smy Services for more information and details.

Action SW

2.8

IB hasn't spoken to the resident at the end of Playfield Road, it will be up to him to contact us further if they wish to go ahead.

2.9

SS has sent out an updated finance report.

2.10

SW send an email to the Mobile Pizza Co. regarding having Thursdays as well as some Fridays and Saturdays. **SW** will invoice monthly as of November 2020 and draft a Contract for them to sign as to the hire of the pitch. **SS** mentioned that they came all through lockdown but no monies have been received, when **SW** spoke to them, they mentioned that nobody came to collect it so he wouldn't be paying it. The contract and invoicing should stop any future confusion.

Action SW

2.11

With regards to the possible silk hanging in the hall, **IB** can arrange a Structural Engineer to look at the beams and make sure they can be done safely. **SH** will draft a document with the information on for the Structural Engineer.

Action SH & IB

3: Finances and Special Purposes

SS sent the report around, some hall hire money was starting to trickle in from September and October but obviously November has been shut down.

We are likely to finish on approximately half of last years income. **SS** has applied for some Grants from Babergh of around £1300 each for the Hall and Pavilion. There were a few costings, Amy was paid redundancy, Carolyn was paid some holiday pay which was owed. Cleaning is now over £1000 per month. Had meter readings from Trevor last month, **SS** has spoke to Scottish Power to try and reduce our monthly payments. We were paying £315 per month and Scottish Power suggested we went down

to £140 per month which **SS** was reticent to do due to the reading being taken after lockdown so would be lower. **SS** has agreed on £200 per month. We are due a refund of £1600 in the next few days. The FIT won't let **SS** input the reading, there should be a rebate on that which **SS** is chasing up (also Scottish Power). **SS** would like quarterly meter readings done by Trevor and SW to input quarterly, **SS** will provide **SW** with log in details.

Insurance has been renewed.

Admin phone has been disabled and now all calls run through one phone to **SW**. Website has been changed to inform people of this.

PRS license is £1600 and been paid but next year it is based on turnover, **SS** asked if we could have a reduction but as next year is based on turnover we should recoup from there.

SS informed that we have around half of the grant left. Out goings are around £1800 per month and we receive £750 per month from the Parish Council. With no other costs we have about £10,000 left (with no other costs accounted for). **SS** informed that with lockdown and changeover of staff there are a couple of rents due that haven't been paid, the Library and Cheetahs. **SS** has asked **SW** to chase these up.

SS has now put the precept request in, which is the same as normal with an extra request for a little extra for the basket swing. Babergh has suggested that we would have to apply for a Capital Grant which would pay for a third of the swings' cost, the swing costs £5,800 the grant would be £2000 **SS** will ask the Parish Council to pay £2000 and we would pay the rest. **SS** has been told that the 106 for Capel has no money left in it.

SH has suggested looking at the cost of maintaining the playparks which is payed by the Parish Council at about £600 per month, he asks that **SS** let him have the costings for the sanitising of the parks and he will ask if they will cover that also.

SS mentioned that the Parish Council Auditors have expressed concern about the level of monies in the pot. **SS** will explain all to them.

Action SS & SW & SH

4: Hirers

SW stated that there is a new group hiring the hall once a month and that this month only they and the Blood Donation Service will be using the Hall. **SW** will be checking with all hirers when they would like to come back.

SW has set up Facebook and Instagram pages, and also a Text to donate number has been set up for the Christmas Float which can be used for other fundraising purposes throughout the year.

5: Property and Assets repair and maintenance

SH stated he spoke to Mr Vellacott regarding the tree cutting, they hadn't forgotten and is reluctant to chase as they have until February to do so.

SH will send **SS** the invoices for the equipment for fixing the swings.

Action SH

IB asked if we had had any more contact from the person who had the accident on the swings. **SW** informed that there had been no more correspondence.

6: Community Association

JW sent a report to **SH** saying that it has been agreed that the membership will be free for next year unless you are a new customer for which the new rates have been set. There were a few good weekends on the run up to the second lockdown.

TS stated that the bar is hoping to open up again next week but are waiting to hear what tier we will be in.

There is a Budweiser scheme for the second lock down also which is slightly different than the last, where you can buy a gift card for someone else, Budweiser would then give a gift card for the same amount to the purchaser and the bar would receive the total amount also. It was asked to find out when it runs out, it was thought the new year, but would like to ask to extend and also send another reminder out. The Association has asked people to use up their allowances so nobody misses out.

Action TS or JW

7: Parish Council

SH said that they have not met other than Zoom, nothing was discussed that effects the Trust.

Action SS and IB

8: Fundraising

Please find all fundraising information under projects.

9: Chairman's Actions.

Please find any actions under projects.

10: Administration

Covered in section 4.

11: Projects

11.1 Basket Swing

SW received the quote for the basket swing and passed on to all.

11.2 New Pavilion

CW asked **IB** to provide the QS more information, **IB** will provide a full package of reports and drawings and an explanation of what is needed at this stage regards phases of the project. **IB** suggested meeting up with the QS to give him the full information.

CW asked if **IB** has been back in touch with Scotts, **IB** was waiting for the village plan before he contacted them, **DB** informed that the plan won't be ready until 2022. **IB** mentioned that nothing will happen until then, which is why we have made the decision to invest in the old pavilion.

Action IB

11.3 Current Pavilion

IB asked **SS** if she was any further on funding, **SS** is waiting for the quote for the work **SBO** mentioned that Malcom was waiting for a quote from two plumbers who have not got back to him. **SS** suggested that she get the plumber who is fixing the gas leak to quote for the work. It was agreed.

SS stated that we know where the money is coming from for the overall budget £25,000 from FA and we need to find £8,000 from various pots from the Trust and the Football Club. **SS** mentioned that we need three quotes for the work. **DB** and **GM** are happy to get more quotes.

Action SS & DB & GM

11.4 Community Centre Kitchen

DB stated that Roger has said yes to provide the equipment and fittings for the kitchen for free. **IB** said that Amy got a breakdown of the work costings. We could ask Leigh to fit it and have Roger provide the fittings. **DB** said that Roger would like to go in to measure up and get some drawings done this week, **DB** will do this, **SW** will provide all the information needed and the code to get in. **SS** would like to see the full break-down, **SW** will find it and send it on. **CW** asked if we could do a staggered fitting so that Roger can do the whole body of work as he can't find the fitters at the moment. **SS** is keeping an eye on an auction website at the moment that have lots of kitchen equipment and crockery at a very good price. **IB** has asked **SW** to do some research on extra funding, **SW** has had a brief look and there is nothing other than a loan that she can find at the moment. **JB** suggested that Sandra may have some leads. **SW** will look into it. **SS** asked **SH** where the recycling money is going this year, **SH** informed of a couple of other projects who have this money earmarked.

Action SW & DB

11.5 Bar Garden

IB asked **SS** how she has got on with finding money for the bar garden, **SS** said that there will need to be a review of funding. **DB** asked if anyone had spoken to Sue Carpendale who has £2,500 as a locality budget. **IB** suggested **SW** and **SS** write a letter to Sue Carpendale. **DB** also suggested speaking to Kate Parnum with regards to a Community Grant, **SS** will contact Kate Parnum.

TS asked **DB** if he had found any information with regards to car park space allocation, **DB** couldn't find any information on legalities regarding numbers of spaces.

Action SW & SS

IB understands that **JW** has hired a glass washer for the Bar.

12: Any Other Business

No other business.

Next meeting to be held on Tuesday 22nd December, venue TBC.