

Capel Community Trust



Charity N^o 267,775

Minutes of Capel Community Trust Meeting held on Monday 22nd January 2007

Meeting opened at 20.00 hours

Present: Steve Bishop (chair), Mike Gilson, Dave Wisely, Trevor Banks, Linda Evans, Mike Nicholls (arrived 8.30), Sandra Bumphrey, Di Barker, Mandy Marshall, Alan Marshall, John Mellish, Richard Morgan, Mark Ward plus 4 members of the public

Apologies for absence:, Derek O Galligan

154.01.07 Democratic ¼ hours: Keith Stark reported that the Probation Service had finished the decoration at the pavilion and were delivering 2 plaques to be displayed internally and externally. They are keen to carry out more tasks for the Trust.

Boots are still being knocked against the pavilion walls and 3 times in a week the lights have been left on after football training/matches. The external door is being left open and is causing damage to the walls. A hook was suggested or a 'door closer'. **Trevor**

155.01.07 Approval of minutes of the meeting held on 27th November 2006:

Proposed: Dave Wisely Seconded: Mike Gilson all agreed

Approval of minutes of the meeting held on 19th December 2006:

Proposed: Alan Marshall Seconded: Linda Evans all agreed

156.01.07 Matters arising from the minutes:

57.05.06 Confirmation is needed from the absent trustees that fingerboards are considered more appropriate than a sign on the hall. All agreed. PC to be advised. **Sandra**

59.09.06 Quote from J Davis to replace the fascia and guttering is £3700 + VAT. Richard suggested a temporary fix to keep the water off the new rendering. Other quotes to be obtained.

Discussion had around new drains and what was needed. Ongoing **Trevor**

90.07.06 From the 2 items raised from gas inspection at the pavilion Transco are to be asked to install a new handle on the gas tap. Ongoing **Sandra**

102.09.06 Trevor has obtained a quote of £650 +VAT for the window above the bar doors. Funds are available in hall maintenance fund. Another quote needed then job can be undertaken. **Trevor**

107.09.06 It was suggested that the old organ could be put in the vine lounge and the Trust could advertise for someone to come in and play. **Sandra**

Written procedures needed for fire extinguisher testing, fire alarms, emergency lighting and evacuation. **Dave**

126.11.06 Letter of thanks to be sent to the Probation Service and a representative to be invited to the helpers evening once the work is complete. **Sandra**

132.11.06 Derek will circulate further guidance that is available on the Charity Commission website. **Derek**

135.11.06 Air conditioning put in by Carlsberg is at a dangerous height on the wall. Carlsberg claim it is to avoid the need for ladders. It was agreed that Trevor would request a letter of indemnity and look at temporary fencing. **Trevor**

144.12.06 Mandy had mentioned in her report about showing films in the hall under a scheme run by Babergh. Apparently the Methodist Church is already doing this but it was thought that it might be worth further investigation for the village hall. **Mandy**

148.12.06 Need to ask John Maplestone again for documents relating to the Trust. **Sandra**

157.01.07 Report: Licensee and Premises Supervisor – Trevor Banks

Busy with the bar over Christmas period.

Toddler swing is installed and the bark has been topped up.

Flashing on the pavilion has been done.

Trevor thinks he has found the water leak. Hoorah!

The hall was broken into on the 31st December. Nothing was taken but 3 windows and kitchen door need replacing at a cost of £600. Need to check excess to see whether to put a claim. **Mike**

158.01.07 Report: Customer Services Officer – Mandy Marshall

There are only 15/20 free Saturdays during 2007.

Hall cupboard users are meeting on the 11th February with Mandy and Di to have a clear out. It was agreed that the gardening club could use outside the hall for a plant sale as the lady whose garden was usually used had died.

The urn was discussed as the WI have £100 which they would like to purchase something for the hall kitchen and the Over 60's are finding the urn too heavy to lift and clean.

Suggestion made for a 'superkettle' costing approx. £50. Details to be given to WI/Over 60's. **Sandra**

159.01.07 Report: Community Association – Alan Marshall

£853.17 was amount handed over to Trust from the Christmas float.

Bar staff have not yet had their invites to the helpers evening.

New Years Eve went well and raised a lot of money but more help was needed.

Alan raised concern regarding the fundraising arm of the Association following the AGM on 19th February as both he and Mark are stepping down. Moral has been down since the comments made at the finance meeting between the Trustees and Parish Councillors.

Alan suggested that the Trustees considered contingency arrangements as if there were insufficient people willing to stand on the Association committee the Trust would have to take over the running of the bar as well as the fund raising.

Linda asked if the bar could go out for tender but this was not thought to be a good idea.

160.01.07 Report: Constitution – Derek O'Galligan

No discussion

161.01.07 Report: Finance – Mike Nicholls

Good month due to hall hire and Xmas float.

Accounts are currently with the auditors.

Over the year the Trust has spent more than it has received but this is mainly due to the disabled access at the hall.

Agreed that a ladder should be purchased for the Probation Service to thank them for the work carried out at the hall and pavilion.

Proposal: that £100 can be spent to purchase a ladder for the Probation Service. **Trevor**

Proposed: Mark Ward Seconded: Alan Marshall all agreed

162.01.07 Report: Administrator – Sandra Bumphrey

Contact had been made with Suffolk Acre regarding the Local Network fund grant and the Playing field working party had decided to apply for a new piece of play equipment for the playing field play area.

Keith Stark had been approached by Bloomfield's amusements looking to hold a funfair on the playing field. The Trustees thought this was a good idea and may replace fun day if terms and dates could be agreed. Further information required. **Sandra**

AGM – Linda, Dave Steve and Mike confirmed they would be standing again but John said he would be stepping down.

Sandra referred to the 2006 AGM minutes when a discussion was had regarding organisations within the village being able to nominate a trustee. The trustees felt that as long as the appropriate notice for the AGM was given that everyone had the same opportunity to stand and no additional notification was necessary.

163.01.07 Report: Hall Users – Di Barker

Di had some maintenance items to pass onto Trevor.

The Over 60's would like a shelf for their games.

The users are happy that information regarding their club is on the website.

The owners of the PA system are considering selling it to raise funds as it is under used. Around the room it was felt that it is used by other organizations. The PA system was purchased with a contribution from the Trust or the PC and we need to establish which one before a decision can be made.

Sandra

164.01.07 Report: Playing Field– Richard Morgan

The next task to be carried out at the pavilion is the refurbishment of the kitchen once funds raised by the football clubs sponsored run have been received.

The garage door needs to be replaced at a cost of approx. £1400 inc VAT and this will be paid for by the glass recycling fund. Foremost garage was suggested for a quote.

A fire blanket is still needed in the kitchen.

Trevor

The uneven floor surface in the main room needs filling

Trevor

A suggestion had been made to paint the football club's metal storage unit by the teen shelter green and to coat the top in sticky stuff to discourage climbers.

A discussion was had regarding the entrance to the playing field from Playfield Road. It was felt that the main issue was the uneven surface rather than the distance between the railings.

The tennis club are unhappy with the drainage on the far side of the tennis court. The new surface was funded by the PC and the guarantee soon runs out so this needs to be addressed quickly.

Clive Amos is to be approached regarding the hedge trimming around the field.

Mike G

165.01.07 Report: Parish Council – Mike Gilson

Mike asked if any progress had been made regarding the youth football teams returning to the village. Richard had spoken to the relevant people and would have more information at the February meeting.

166.01.07 Report: Child Protection – Linda Evans

Some of the hall users felt it was unnecessary for them to sign and return the Child Protection policy as children are not involved in their clubs. It was agreed that a final letter should be sent to them confirming that the Trust had fulfilled its obligation and the clubs would now have responsibility.

Mandy/Linda

167.01.07 Report: 'In camera' separate minutes

168.01.07 Report: Any Other Business

Separate minutes

Date of the next meeting

AGM on Monday 26th February 2007 in the library at 8pm.

This part of the meeting closed at 9.30pm