

Capel Community Trust



Charity N^o 267,775

Minutes of Capel Community Trust Meeting held on Monday 26th February 2007

Meeting opened at 20.45 after the AGM

Present: Steve Bishop, Mike Gilson, Dave Wisely, Trevor Banks, Linda Evans, Sandra Bumphrey, Di Barker, Mandy Marshall, Richard Morgan, Mark Rawthorn, John Webb, Craig Lawton plus approx. 20 members of the public

Apologies for absence: Mike Nicholls

Election of Officers: Chair Steve Bishop **Proposed** Dave Wisely **Seconded** Di Barker
Treasurer Mike Nicholls **Proposed** Steve Bishop **Seconded** Dave Wisely

01.02.07 Democratic ¼ hours:

Josh from Sanctity Records handed out information on a proposal to hold a music festival on the playing field on 21st July 2007 between noon and 11pm for up to 3000 people. Questions were asked by the trustees and members of the public about parking, security, clearing up, traffic control, costs, power required, noise, insurance and field damage.

As there were no major objections Steve proposed that in principle the event could go ahead providing all the requested information was in order.

Dawn Banks raised an issue concerning the level of cleaning in the hall and toilets and how it had been necessary to reclean the toilet areas. A letter is to be sent to the cleaners. **Sandra**

02.02.07 Approval of the minutes held on 22nd January 2007

Proposal: that the minutes are a true record of the meeting

Proposed Di Barker **Seconded** Mike Gilson

03.02.07 Matters arising from the meeting

59.09.06 Quote from J Davis to replace the fascia and guttering is £3700 + VAT. Other quotes to be obtained. Discussion had around new drains and what was needed. Ongoing **Trevor**

90.07.06 British Gas is 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. **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. If unsuccessful the organ will be advertised on eBay. **Sandra**

Written procedures needed for fire extinguisher testing, fire alarms, emergency lighting and evacuation. Amend to include the bowls pavilion and discuss access to carry out safety checks with the bowls club. **Dave**

132.11.06 Further guidance from the Charity Commission website to be circulated. **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. Ongoing as an issue with whose responsibility it is. **Trevor**

144.12.06 Mandy had mentioned in her report about showing films in the hall under a scheme run by Babergh. OK to do but need to check equipment available. **Mandy**

157.01.07 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. Claim has been made. **Mike**

161.01.07 Agreed that a ladder should be purchased for the Probation Service to thank them for the work carried out at the hall and pavilion. Waiting for contact from the Probation Service. **Trevor**

162.01.07 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. Bloomfield's have offered £100. A higher offer and more information on security and health and safety are required. **Sandra**

163.01.07 The owners of the PA system are considering selling it to raise funds as it is under used. 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. This is to remain in the hall for use by all.

166.01.07 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. Ongoing **Mandy/Linda**

04.02.07 Report: Licensee and Premises Supervisor – Trevor Banks

Mike asked if the stage had been painted. Trevor replied that it had but the doors need repairing.

05.02.07 Report: Customer Services Officer – Mandy Marshall

Having gone through the hall cupboards with users there was very little that could be removed. The scaffold tower once purchased could fit under the stage if the Orchard Players equipment is moved.

Mandy spent 4 hours cleaning the kitchen and stage which should be the cleaner's responsibility.

06.02.07 Report: Community Association – Mark Rawthorn

John Webb is the new chairman and Mark is vice chair.

Mark thanked Alan and Mark W for all their hard work.

Alan is happy to continue organising the golf day and xmas float.

Mark has been disappointed that there has been no response to the flier advertising the Community Association. Not everyone had seen the leaflet so it was felt it was worth sending it out again.

07.02.07 Report: Constitution – Derek O'Galligan

Proposal: Derek is co opted to continue his work on the constitution as a non voting advisor.

Proposed Steve Bishop **Seconded** Craig Lawton

08.02.07 Report: Finance – Mike Nicholls

No report

09.02.07 Report: Administrator – Sandra Bumphrey

Progress had been made with the Local Network Fund grant application.

10.02.07 Report: Hall Users – Di Barker

Nothing further to report

11.02.07 Report: Playing Field– Richard Morgan

Keith Stark is unwell and it was agreed that a suitable gift should be sent to him. **Sandra**

12.02.07 Report: Parish Council – Mike Gilson

The PC will decide in March who will receive the money raised from the glass recycling in 2007

13.02.07 Report: Child Protection – Linda Evans

Policy needs reviewing in March.

Dave volunteered to replace John as a Child Protection Officer.

Linda/Dave

14.02.07 Report: Any Other Business

None

Date of the next meeting: Monday 26th March 2007 in the library at 8pm.

meeting closed at 9.30pm

