



DOLPHINS HALL MANAGEMENT COMMITTEE
New Church Street, Tetbury, GL8 8DS
Charity Number: 274956



DOLPHINS HALL MAIN TRUSTEES MEETING
TUESDAY 23rd APRIL 2019
TETBURY TOWN COUNCIL OFFICES

Present	Apologies
Steve Scott (Chair – Youth Club)	Paul Jones (Cricket Club)
David Hobson (Dolphins Dramatic Society)	Patricia Burrell (WI)
Jamie Ponting (Resident)	Peter Martin (Club 77)
Kevin Farnham (Film Society)	
Jon Easterbrook (Tetbury Town Council)	
	Guests
	Beth Horton (Tetbury Football Club)
	Richard Barley (Tetbury Football Club)
	Simon Vine (Tetbury Town Football Club)

1. CHAIRPERSON'S OPENING COMMENTS

The Chair, Steve Scott (SS) convened the meeting at 7.02PM. Quorum required is 5, 5 trustees present so meeting is quorate.

SS welcomed guests from Tetbury Town Football Club who were in attendance to understand the requirements of being a trustee and to see the activity which was undertaken by the trust. As is required under charity law, SS queried whether there were any objections to their presence. There were no objections and the meeting proceeded with all three guests in attendance.

2. APPROVAL OF MINUTES FROM PREVIOUS MEETING

The minutes from the meeting held on Tuesday 19th February 2019 were approved as a true and accurate reflection of the meeting. This was proposed by Jamie Ponting (JP) and seconded by David Hobson (DH). All other trustees were in favour, apart from Kevin Farnham (KF) who abstained due to not being present at the meeting.

The minutes from the meeting held on Tuesday 7th March 2019 were approved as a true and accurate reflection of the meeting. This was proposed by JE and seconded by DH. All other trustees were in favour, apart from JP who abstained due to not being present at the meeting.

The minutes from the meeting held on Tuesday 19th March 2019 were approved as a true and accurate reflection of the meeting. This was proposed by JP and seconded by KF. All other trustees were in favour, apart from JE and DH who abstained due to not being present at the meeting.

Action 38, 40 & 49 need to be removed from outstanding actions as these have all been closed.



DOLPHINS HALL MANAGEMENT COMMITTEE

New Church Street, Tetbury, GL8 8DS

Charity Number: 274956



3. MATTERS ARISING FROM PREVIOUS MINUTES

Actions were given on the outstanding actions from the previous minutes:

DATE	NUMBER	ACTION	OWNER	UPDATE
21/08/2018	027	Review legal and data requirements in respect of CCTV.	KF	Ongoing
23/10/2018	035	Identify a potential candidate to be secretary for the trust.	SS	Ongoing
20/11/2018	039	Overview of leases/payments/review period.	Admin & Legal	Ongoing
08/01/2019	044	Proposal re: recycling glass/metal	PB	Ongoing
19/02/2019	048	SS to obtain quotes for heating work	SS	One quote obtained and trying to obtain a second
19/03/2019	050	KF to provide details of film society equipment and size of the existing screen.	KF	Ongoing
19/03/2019	051	JP to provide a list of all facility users to Archio.	JP	Completed
19/03/2019	052	PJ to review World Pay's Information Security Policy (once provided by KF).	PJ	KF yet to catch up with PJ to pass over documentation.
19/03/2019	053	KF to renew Public Liability Insurance	KF	Completed
19/03/2019	054	PB & SS to conduct House handover for April overview.	PB/SS	Completed

4. CORRESPONDENCE

Email received from Tetbury Lions to inform the Chair they will be moving back to the Priory as they felt the space was too large for 30 of them.

5. CHAIR REPORT - SS

SS thanked everyone for their continued support and commitment, although he felt the pace had slow slightly due to the demands of the previous nine months beginning to take their toll. He said our focus needs to be on recruiting additional individuals to the cause ready for the forthcoming AGM.

6. NEW BUILD REPORT – JP

JP talked through his report which he had circulated prior to the meeting (Attached).

A discussion followed reviewing the QS figures provided and the total project cost of £2.4 million. The discussion included views on adopting an approach which delivered the project in one go (to save on inflation), delivering the project as modular buildings, progressing the potential residential planning applications, engaging in further grant applications and running the project internally making use of local building contacts.

Once these discussions had concluded, the following actions were agreed:

- SS to liaise with Tetbury Town Council to transfer the received Section 106 to our accounts;



DOLPHINS HALL MANAGEMENT COMMITTEE

New Church Street, Tetbury, GL8 8DS

Charity Number: 274956



- All trustees to review the costings and supply any feedback or questions to JP prior to Thursday's meeting with Archio;
- JP to arrange a Project Committee meeting;
- JP to contact Modular Building company who previously approached SS.

Richard Barley left the meeting.

7. ADMIN & LEGAL REPORT - KF

KF talked through his report which he circulated prior to the meeting (Attached).

Simon Vine asked for some clarity regarding the lease for the football club given it had been confirmed the lease does not just roll over if not renewed. Beth Horton commented that they simply wanted an element of security which was felt to be currently lacking.

KF confirmed this would be addressed as a priority and SS requested a meeting be arranged ASAP. He also confirmed at the same time the documentation should confirm the football club's agreement to vacate the premises at the point an alternative facility has been provided (i.e. Phase 1 of the Redevelopment Project).

ACTION: KF

8. HOUSE REPORT - SS

SS gave the report in Patricia Burrell's absence. It was noted it had been agreed to allow D-Day celebrations to take place in the Dolphins Hall.

SS also noted he was going to look into potential options for a handy man for the facility and would come back with some ideas at the next meeting.

He also noted we should do an analysis of bookings and in particular whether those groups who we are holding slots for will in fact be returning now the hall is remaining open.

It was noted generally the hall is ticking along and comments have been remarked on the noticeable change in appearance following the deep clean.

SS also informed that we should consider replacing the carpet in the bar and hall areas with vinyl given the impact on these areas following catering for children's parties. He will report back with some costs at the next meeting.

ACTION: SS

9. GROUNDS REPORT - PJ

Paul Jones (PJ) had given his apologies and shared his report prior to the meeting (Attached). This included two proposals for the trustees to vote on.

The first proposal was to introduce a hedgerow between the MUGA and The Rec. Given Paul's absence, it was decided to defer the discussion on this item until the new trustees meeting so Paul could explain the background behind the proposal.



DOLPHINS HALL MANAGEMENT COMMITTEE

New Church Street, Tetbury, GL8 8DS

Charity Number: 274956



The second proposal was to allow the Cricket Club to extend their storage pen to increase the capacity to enable storage of some new covers the club were looking to obtain. SS proposed this motion and JP seconded it. All others were in favour.

SS also noted he had received a request from the Bowls Club to erect a new shed which would back on The Rec about a metre over their boundary. A general discussion on this took place, including whether a small shed could be purchased, what the planning requirements were and what impact it would have on views.

DH confirmed under the lease, any changes such as this needed to be confirmed in writing to the trustees by the Bowls Club and any acceptance by the trustees also provided in writing. SS will inform the Bowls Club of this requirement so the proposal can be reviewed at the next meeting. It was noted it would be useful if the Bowls Club could send an individual to answer any questions to the next meeting if at all possible.

ACTION: SS

It was also noted the new benches have arrived and are being stored in the Dolphins Hall. These need to be erected and put in position in The Rec.

10. CHANGE OF DATE FOR AGM

Due to availability, it was proposed by SS to move the AGM proposed date to Tuesday 4th June and this was seconded by JE. All were in favour.

11. AOB

None raised.

12. NEXT MEETING

The next full trustee meeting will be held at 7PM on Monday 3rd June 2019 at Dolphins Hall.

The meeting was closed at 9.30PM.



DOLPHINS HALL MANAGEMENT COMMITTEE
New Church Street, Tetbury, GL8 8DS
Charity Number: 274956



13. OUTSTANDING ACTIONS

DATE	NUMBER	ACTION	OWNER	TARGET DATE
21/08/2018	027	Review legal and data requirements in respect of CCTV.	KF	31/12/2018
23/10/2018	035	Identify a potential candidate to be secretary for the trust.	SS	31/12/2018
20/11/2018	039	Overview of leases/payments/review period.	Admin & Legal	Ongoing
08/01/2019	044	Proposal re: recycling glass/metal	PB	19/03/2019
19/02/2019	048	SS to obtain quotes for heating work	SS	19/03/2019
19/03/2019	050	KF to provide details of film society equipment and size of the existing screen.	KF	31/03/2019
19/03/2019	052	PJ to review World Pay's Information Security Policy (once provided by KF).	PJ	23/04/2019
23/04/2019	053	SS to liaise with Tetbury Town Council to transfer the received Section 106 funds to our accounts.	SS	03/06/2019
23/04/2019	054	Review QS Report and supply any relevant feedback to JP.	All	25/04/2019
23/04/2019	055	JP to arrange a Project Committee meeting.	JP	30/04/2019
23/04/2019	056	JP to contact a Modular Builder company who previously approached SS.	JP	03/06/2019
23/04/2019	057	KF to organise a meeting to confirm the terms for the leases and licences with Tetbury Town Football Club. DH to also be in attendance.	KF	30/04/2019
23/04/2019	058	Look into potential handyman options.	SS	03/06/2019
23/04/2019	059	Look into replacing existing carpet in communal areas.	SS	03/06/2019
23/04/2019	060	Inform Bowls Club a written proposal is required and extend an invitation for someone from the Bowl's club to attend the next trustees meeting to present this and answer any questions.	SS	30/04/2019

New Build Report for Meeting 23rd April 2019

Please take this email as my report for tomorrow evening's meeting.

Since our last meeting, Scotty & myself have been having frequent telephone conferences with Archio to progress the QS costings and our approach to the project.

You'll find attached to this email a number of costings, namely:

- Community Hall Budget Estimate
- External Works Budget Estimate (includes demolition)
- Anticipated Project Costs
- Anticipated Project Costs (Amended to show minimum target £/m2 new build rates)

Also attached is a copy of the minutes from my most recent call with them.

In terms of the points which we need to discuss tomorrow evening:

- Based on these QS costings, do we feel comfortable proceeding and also instructing Archio to enter Phase 2 of their work;
- How could we alter our approach to realise additional savings or tap into other avenues of funding:
 - Doing everything at one;
 - Modular buildings;
 - Potential residential planning permissions;
 - Running the project ourselves;
 - Engaging with local builders to take on part of the contract;
 - Alternative sources of grant applications – Sport England, Lottery, ACRE £75K is only available to refurbishment projects;
- Refurbishing rather than rebuilding the main hall.

In the interim, if anyone has any questions, please do let me know.

Thanks,
Jamie

Dolphins RCT Admin group

Brief progress summary for Trustees meeting 23rd April 2019

Leases/licences:

No further activity on Leases / Licences. Understood football club wish to discuss.

Need to review charges and payments and invoice any periods outstanding.

Car parking:

Car park users have been sent forms for March-May and June+ (annual) parking. Some receipts for March-May (paid in) and more for June+. Note, though we sent out the forms early for annual renewals, we indicated that cheques would not be cashed until May. This both allows customers the ability to return the forms to us early, without paying early, and keeps receipts in the new financial year to avoid confusion.

Accounts/Audit:

(Much work done on this by PB and David L-B, much appreciated)

With DL-B figures compiled for previous year (17-18) and year just ended (18-19).

18-19 all figures reconciled with bank account records of transactions and categorised. May need to be broken down a little more, but almost there. Adding bar figures supplied by Scotty - mostly cash transactions, but records kept of cash expenditure (eg bar staff) and receipts by event allow figures to be compiled.

A small number of transactions have been applied to the wrong bank account – e.g. bar expenses paid from the Hall account. Will make a transfer as appropriate to correct.

Have been in touch with accountants re presentation of 17-18 figures. Think concerns are now understood. Will arrange a meeting to discuss 17-18 re-presentation and examination of 18-19 figures to produce 18-19 accounts soon.

Banking:

Have contacted bank to get copies of four cheques involved in error in expenses paid to previous Chair. Errors identified in the sums paid by previous Treasurer against expenses claims, but need to confirm that the cheques paid were received.

Invoicing:

A backlog of invoicing to do. Much of that is for regular users who pay by BACS before invoicing, so not a major effect on cash flow. Query raised with SWR re recent invoices not paid. Could be cheques being sent to a previous address. Need to establish a better means of recording irregular booking payments. Forms currently taken in by TTC (thank you!), but not regularly cross-checked against receipts, so some payments may be outstanding and require chasing.

Expenditure:

Regular payments of utilities, grounds maintenance etc.

Archio and surveyors as forwarded from Project Chair.

Good afternoon,

Please find below a report for the Recreation Ground. I will try to be at the meeting...

KP have started to cut the Recreation Ground grass, Pete has completed two cuts up to now.

Do we have a contact for Tetbury RFC to ask when their last game of Rugby is. This is so we can make sure the grass will be cut to an acceptable height and not the 12 inches plus it got to last year.

I have arranged for the Recreation Ground to be aerated again in the coming days, just waiting to hear back on a confirmed date.

The bus shelter by the Skate Park continues to be the dumping ground of the majority of litter around the Rec. amongst other things. The concrete bin, see below, holds water and mixed with waste isn't very pleasant. I would suggest we remove it as we do have a bin a few feet away.



From the winter sports we seem to get a lot of problems with plastic bottles, kit, PVC tape, metal pins etc., left after the games. I will put together an email to the clubs informing them that they must be more diligent after their games. Sadly I have viewed senior individuals pick up a plastic bottle from one of the pitches and through it down on the side of the pitch, walking to their club house.





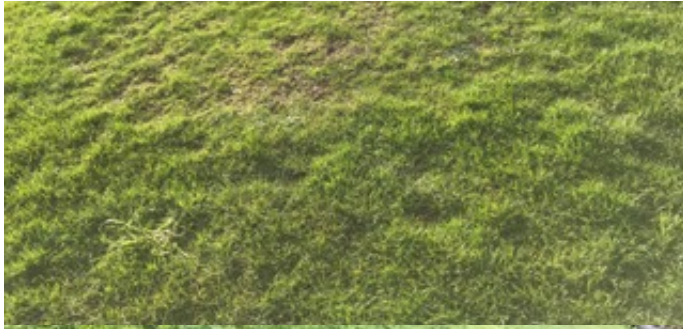
I will be trying to arrange a meeting with both the Football and Rugby clubs regarding the maintenance of their pitches and the cleanup that should have been completed after the big fill exercise. Again it appears that the winter sports are taking and not putting back into the Rec..

We at the Cricket Club will be hindered with our youth cricket and facility marks that we are judged on each year due to the poor standard and attitude towards maintenance of pitches.

My suggestion going forward would be that if it's not done, we will have the work completed at the clubs cost.

Comments from Greg Sharpe of the football club; he seems to think that the Cricket Club have to remedy the lack of their maintenance. This attitude needs to be rectified and a reminder of their license.





Recreation Ground improvements.

From the recent drop in sessions and discussion, there may be an opportunity to expand the sports usage at the recreation ground on the mugger. To achieve this I believe we need to be looking at laying a hedge where the old wall used to separate the field from the Recreation ground. Completing this work would allow for multiple sports to be taking place at the same time. I also believe that if the idea of having functions in the new Dolphins Hall; the participants will not want to overlook what I think looks like an old inner city park.

I have been looking at Laurel Hedging because this plant is Evergreen and forms quite a dense hedge. So far prices range from around £600 to £1500 depending density, size of plant etc. If you agree that this could/should be option I will get a better idea on price.



Tetbury Cricket Club.

To improve our playing facilities and to follow guidelines that are being introduced for the level of cricket the club play, we are looking at buying mobile covers to achieve this. What comes with this is that during the winter months will need to store them.

I ask if we, should we buy them, can extend the pen where we keep our nets and site screen to accommodate these mobile covers. we would want to extend the width by around 15 meters and depth by around 10 metres to the left of the existing pen as you look from the cricket square. This is were the old Cricket store shed used to be. We would hire a digger to flatten the spoil from the skate park to accommodate a larger pen and maybe use the machine to tidy up other parts of the Rec. Would the Trustees agree that the Cricket Club can undertake this work?





The new benches; I had organised them to be erected last week, but I missed the messages to say when they could start. Need to chase.

Old benches; I am waiting to hear back from Valley Trading for the cost of removing the old ones.

Regards

Paul Jones



Money can't buy you happiness, but it does bring you a more pleasant form of misery...
Spike Milligan



