



# DOLPHINS HALL MANAGEMENT COMMITTEE

New Church Street, Tetbury, GL8 8DS

Charity Number: 274956



## DOLPHINS HALL MONTHLY TRUSTEES MEETING

TUESDAY 23<sup>rd</sup> JUNE 2020

GOOGLE HANGOUTS, VIRTUAL MEETING

Present	Apologies
Steve Scott (Chair – Resident)	Jamie Ponting (Resident)
Sue Brown (Resident)	Jon Easterbrook (Resident)
Patricia Burrell (WI)	Jo Tancock (Tetbury Youth Club)
David Hobson (Tetbury Dramatic Society)	Absent
Kevin Farnham (Film Society)	Darby Law (Feofees)
Mark Schumm (Tetbury Cricket Club)	Richard Witchell (Tetbury Upton Town Council)
Alex Ball (Resident)	
Paul Jones (Resident)	

### 1. CHAIRPERSON'S OPENING COMMENTS

The Chair, Steve Scott (SS) convened the meeting at 7.15PM. Quorum required is 5, 8 trustees present so meeting is quorate.

### 2. APPROVAL OF MINUTES FROM PREVIOUS MEETINGS

DH proposed the approval of the minutes from the meeting on 26<sup>th</sup> May 2020 and this was seconded by SB. All others were in favour.

PB proposed the approval of the minutes from the meeting on 4<sup>th</sup> June 2020 and this was seconded by SB. All others were in favour.

### 3. MATTERS ARISING

The below table notes the updates on matters arising from the previous minutes:

DATE	NO.	ACTION	OWNER	UPDATE
24/09/2019	005	Prepare content on playground maintenance group and distribute in Advertiser and around local schools.	PJ/SS	In Progress
23/10/2019	020	Discuss agreement with the Youth Club for hiring the Dolphins Hall.	JP	Still waiting to hear from Youth Club contact post conversation with SS.
19/11/2019	027	SS to agree a proposed SLA with TTC to be voted on at the next meeting.	SS	Waiting TTC
19/11/2019	031	AB to arrange inaugural fundraising committee meeting.	AB	In Progress
22/01/2020	038	KF to review outstanding payments in relation to one-off and regular	KF	In Progress



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		bookings, leases and licences.		
18/02/2020	050	SS & KF to meet to discuss how invoicing can be integrated into the booking process.	SS/KF	On Going
18/02/2020	052	SS to investigate the disappearance of the MUGA.	SS	It has been disposed of.
17/03/2020	061	SS to issue statement in respect of delay of AGM in light of Covid19, which will include an update on Plot 8.	SS	On Going
28/04/2020	064	KF to prepare invoices for Sports Clubs for 19/20 season.	KF	In Progress
26/05/2020	068	SS to post codes of leases for 2020/21 seasons to the Football Club and Cricket Club, along with their invoices for the 2019/20 and 2020/21 season.	SS	In Progress
26/05/2020	069	SS to conduct VAT analysis to determine exact date for registration and share these figures on Slack.	SS	In Progress
26/05/2020	070	SS to complete VAT registration process with HMRC.	SS	In Progress
26/05/2020	071	Conclude 2019/20 accounts, share with accountants and put on future meeting agenda for approval.	KF	In Progress
26/05/2020	072	JP to confirm with Archio any rework required on the back of the Fire Consultant work will be covered at no cost.	JP	Completed.
26/05/2020	073	JP to instruct Archio to appoint The Fire Surgery as the fire consultant for the project.	JP	Completed and 20% discount negotiated on signed off quote.
26/05/2020	074	SS to clarify expectations on Tetbury Town Council updating Land Registry documents as required by the Charity Commission.	SS	
26/05/2020	075	Prepare letter for Maggie Heaven to request the repayment of unauthorised legal consultancy obtained in the name of the Dolphins Hall Management Committee.	AB/KF	In Progress
04/06/2020	076	SS to arrange cease & desist letter to be sent to Tetbury Town Council.	SS	Complete
04/06/2020	077	SS to issue a letter to Cotswold District Planning Enforcement re: Plot 8 activity.	SS	Not to be done yet



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04/06/2020	078	KF to discuss with our insurers the legal cover currently available under our policy.	KF	Insurance being renewed and now being investigated
04/06/2020	079	JP to prepare a press statement regarding Plot 8.	JP	Completed and issued by SS on 22/06/2020.
04/06/2020	080	SS to begin the process for removing Tetbury Town Council as Custodian Trustee and replacing them with the Official Custodian.	SS	Being Investigated
04/06/2020	081	PJ to erect traffic controlling measures at Sherwood Road entrance to the Recreation Ground.	PJ	In progress, holes to be dug



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### **4. PLANNING UPDATE**

SS shared that the plans had been altered slightly to accommodate some comments from the conservation officer. These will be with the planning officer this week who will then decide if planning can be granted or if it needs to go to planning committee. If it goes to committee the next planning meeting is in July.

SS reported that some holes needed to be dug on the rec so that ground analysis could be done as part of detailed design. PB Proposed that up to £300 could be spent on equipment to dig the holes for both the ground analysis and fence posts for the Sherwood road entrance. Seconded by: DH. All others were in favour.

PJ agreed to contact Eagle Plant to arrange the equipment.

### **5. S106 UPDATE**

A general discussion was held concerning TTCs failure to progress the release of the S106 funds in its meeting of the 22<sup>nd</sup> June. It was felt that many councillors were asking questions beyond the remit required to approve the release of S106 funds

PB Proposed that we write a strongly worded letter to CDC and ask them to intervene in the process if TTC, after the next F&S meeting, are not seen to be behaving in line with their S106 remit. KF Seconded. All others were in favour.

PJ proposed as soon as planning is obtained, and detailed design allows the Big Community Grant monies should be spent to lay foundation for project 1. PB Seconded. All others were in favour.

### **6. PLOT 8 UPDATE**

SS reported that, as had been agreed on slack between meetings, that he had turned down the request from TTC to split plot 8 50/50 on the basis that as we believe we own the land such a split would be a breach of charity rules.

The trust however did offer to enter into discussions with TTC to look for potential solutions that could work regardless of who owns the land. TTC had agreed to these at their meeting on the 22<sup>nd</sup> June and the talks will start soon. SS and AB will represent the DHMC

### **7. OPENING THE HALL**

SS reported that he had attended a meeting that to review how community hall can reopen as COVID-19 lock down is eased. It was agreed that the current expected procedures are probably too arduous to be realistic at this time. However it was agreed that the process should begin and MS agreed to carry the initial risk assessment required to establish exactly what would need to be done.

PB said that the hall has a life of three years left in it then we should really have the floor sanded and varnished while it was closed. This would both improve the space for the remaining time it is open and make cleaning easier when use return to the hall. A general discussion was had around if spending money on the hall was a good idea at this time with valid points coming from both angles.



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PB stated that she had a quote for £1300 + VAT to do the job. PJ agreed to obtain an alternative quote. Once quotes are in it was agreed a decision would be taken via an online vote on Slack.

The remit of the talks has been agreed as follows.

1. The talks would not involve any discussion over the ownership of the land. Any outcome must be possible, regardless of who ends up being shown to be the owner of Plot 8.
2. The talks should aim to deliver a graveyard that is acceptable to TTC.
3. The DHMC must be satisfied that they have fulfilled their duties as trustees and can demonstrate they have acted in the best interest of the trust.
4. The solution must be acceptable to the Charity Commission.
5. The solution must be acceptable to Sport England.
6. Neither side is making any commitment to the outcome of the talks, and they should be viewed as exploratory. Both sides accept that any possible suggestions or ways forward that come from the talks will need to be approved by a meeting of the full council and a meeting of all the trustees of the DHMC before they can continue.
7. If agreed then the solution should be put to the people of Tetbury.
8. The future status, use and availability of the land beyond any agreement must be agreed.

### **8. CORRESPONDENCE**

No correspondence has been received.

### **9. DATE OF NEXT MEETING**

The next meeting date was agreed as Tuesday 21<sup>st</sup> July 2020.

If acceptable to all the meeting will be held in the hall otherwise it would be online.

### **10. AOB**

PB reported that playground could now begin to re-open. With that in mind the equipment previously agreed upon would now be purchased and installed. At the same time the installation company would be commissioned to carry out a safety inspection on all the chains on the various swings.

PJ reported that the first work on the rec restoration project would begin on the 24<sup>th</sup> June. The work will cost £5195+VAT and will be paid for from the grant that was received for this purpose.

SS reported that the container known as the POD would be being taken off of the rec on the 24<sup>th</sup> June.

SS also reported that despite doing our best to work with them the Bowls Club had chosen to submit a 2<sup>nd</sup> objection to the new build planning application even after changes had been made on their behalf.

There being no other business, the meeting closed at 21:15PM.



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### 11. OUTSTANDING ACTIONS

DATE	NUMBER	ACTION	OWNER	TARGET DATE
24/09/2019	005	Prepare content on playground maintenance group and distribute in Advertiser and around local schools.	PJ/SS	01/10/2019
23/10/2019	020	Discuss agreement with the Youth Club for hiring the Dolphins Hall.	JP	19/11/2019
19/11/2019	027	SS to agree a proposed SLA with TTC to be voted on at the next meeting.	SS	22/01/2020
19/11/2019	031	AB to arrange inaugural fundraising committee meeting.	AB	22/01/2020
22/01/2020	038	KF to review outstanding payments in relation to one-off and regular bookings, leases and licences.	KF	31/03/2020
18/02/2020	050	SS & KF to meet to discuss how invoicing can be integrated into the booking process.	SS/KF	17/03/2020
17/03/2020	061	SS to issue statement in respect of delay of AGM in light of Covid19, which will include an update on Plot 8.	SS	30/06/2020
28/04/2020	064	KF to prepare invoices for Sports Clubs for 19/20 season.	KF	30/06/2020
26/05/2020	068	SS to post codes of leases for 2020/21 seasons to the Football Club and Cricket Club, along with their invoices for the 2019/20 and 2020/21 season.	SS	30/06/2020
26/05/2020	069	SS to conduct VAT analysis to determine exact date for registration and share these figures on Slack.	SS	21/07/2020
26/05/2020	070	SS to complete VAT registration process with HMRC.	SS	01/10/2020
26/05/2020	071	Conclude 2019/20 accounts, share with accountants and put on future meeting agenda for approval.	KF	21/07/2020
26/05/2020	074	SS to clarify expectations on Tetbury Town Council updating Land Registry documents as required by the Charity Commission.	SS	21/07/2020
26/05/2020	075	Prepare letter for Maggie Heaven to request the repayment of unauthorised legal consultancy obtained in the name of the Dolphins Hall Management Committee.	AB/KF	21/07/2020
04/06/2020	077	SS to issue a letter to Cotswold District Planning Enforcement re: Plot 8 activity.	SS	31/07/2020
04/06/2020	078	KF to discuss with our insurers the legal cover currently available under our policy.	KF	21/07/2020
04/06/2020	080	SS to begin the process for removing Tetbury Town Council as Custodian Trustee	SS	31/08/2020



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		and replacing them with the Official Custodian.		
04/06/2020	081	PJ to erect traffic controlling measures at Sherwood Road entrance to the Recreation Ground.	PJ	21/07/2020
23/6/20	082	Arrange for equipment to dig holes on rec for ground analysis	PJ	4/7/20
23/6/20	083	Prepare strongly worded letter to CDC concerning in appropriate extension of remit on approval of S106	JP	
23/6/20	084	Prepare Risk Assessment for hall reopening	MS	21/7/20
26/6/20	085	Hold Plot 8 Talks with TTC	SS/AB	21/7/20
26/7/20	086	Obtain additional quote for hall floor sanding and varnishing.	PJ	21/7/20