



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



**DOLPHINS RECREATION CENTRE MONTHLY TRUSTEES MEETING**  
**TUESDAY 27<sup>th</sup> OCTOBER 2020**  
**GOOGLE HANGOUTS, VIRTUAL MEETING**

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

**1. CHAIRPERSON'S OPENING COMMENTS**

The Chair, Steve Scott (SS) convened the meeting at 7.15PM. Quorum required is 5, 7 trustees present so meeting is quorate.

**2. APPROVAL OF MINUTES FROM PREVIOUS MEETINGS – 29<sup>th</sup> SEPTEMBER 2020**

Patricia Burrell (PB) proposed the approval of the minutes from the meeting on 29<sup>th</sup> September 2020 and this was seconded by David Hobson (DH). All were in favour.

**3. MATTERS ARISING**

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

<b>DATE</b>	<b>NUMBER</b>	<b>ACTION</b>	<b>OWNER</b>	<b>Update</b>
26/05/2020	069	SS to conduct VAT analysis to determine exact date for registration and share these figures on Slack.	SS	Ongoing – to be completed by the end of the year.
26/05/2020	070	SS to complete VAT registration process with HMRC.	SS	Ongoing – to be completed by the end of the year.
21/07/2020	085	Appoint a Bookkeeper	SS	Ongoing – to be completed by the end of the year.
25/08/2020	096	Make COVID-19 Signs for the Toilets	DH	Ongoing – signs have been produced, need to be put in the hall.
25/08/2020	098	Research potential drugs policy	SS	Carried forward.
25/08/2020	099	Add drugs policy to agenda for September meeting	SS	Carried forward.
25/08/2020	100	Research and obtain quote for WIFI/CCTV	SS	Research completed on domestic options, but need to consider if a



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				commercial operation is more appropriate.
28/09/2020	101	JP to prepare and share licence with TAYCT.	JP	Ongoing – draft licence shared to be reviewed this evening, after which it will be passed to TAYCT.
28/09/2020	102	<b>REDACTED</b>	SS/AB	To be covered under the relevant agenda item later on.
28/09/2020	103	Consider items to be added to an annual admin calendar.	ALL	To be added to January 2021 agenda.

#### 4. UPDATE ON LEASES AND LICENCES

The Cricket Club have received their outstanding invoices for 2018, 2019 and 2020 and settled these within 24 hours of receipt of the invoices. The only outstanding amount is the recharging of bills which is with Kevin Farnham (KF) to calculate and share.

**ACTION: KF**

Their leases and licences for 2021 are with them for review and should all be concluded and signed before the end of the year.

The Rugby Club have still not been issued with their licences as there was a discrepancy between the agreed usage and the usage which the club was actually using and advertising via social media. The last month has been spent clarifying this with the chairman Roger Peill and it has been identified that increased usage above that previously quoted was required. This amounted to additional youth girls training on a Wednesday night.

In light of this, it was agreed the rate offered would be **REDACTED** annum.

In respect of their lease for the Changing Facility, this had not been issued as the Rugby Club had still been unable to produce the relevant certification for the electrical and gas installations they had as tenants added to the building.

It was proposed by SS, and seconded by DH, that the Rugby Club should be issued with a 30 day notice to provide the electric and gas certificates for the shower installation or be informed we will need to temporarily close the building pending a successful inspection to be arranged by the Dolphins Recreation Centre, the cost of which would then be chargeable back to the Rugby Club. All others present were in favour. JP as leases & licences liaison between third parties, would take the action of informing the Rugby Club.

**ACTION: JP**

JP also report the EICR inspection of the Changing Facilities and the report, along with essential maintenance should be provided next week. He also informed the committee it was anticipated the level of work required would exceed that recent done on the Sports Pavilion.



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It was proposed by SS and seconded by Alex Ball (AB), that a budget of **REDACTED** be allocated to completing the essential maintenance work, and that any costs incurred would be recoverable over the five year certificate period by an increase to the rental payment charge for the lease for the facility. The new lease should therefore not be issued until these costs are known. All others present were in favour.

**ACTION: JP**

The Football Club have reviewed their leases and licences which has resulted in some feedback and requests for changes to their pitch and storage licences.

These were reviewed one-by-one and agreed as follows:

- **REDACTED**

The Football Club have also requested regular invoicing to allow monthly payments of any outstanding bills. This is welcomed by the trustees and it was agreed we would look into a process for ensuring this happens.

**ACTION: KF**

JP also noted the EICR had now been completed and issued on the Sports Pavilion and noted the certificate is valid for five years so should comfortably cover the planned remaining lifespan of the building.

The Football Club has also requested if the 10% annual increase agreed in 2018 and 2019 could be waived, however this was rejected, although it was agreed the payment period for them paying their outstanding licences would be increased from **REDACTED** to **REDACTED**.

A review of the Bowls Club's lease had also been conducted, alongside their existing usage of the facility, and it had been noted they had proceeded with building work within their premises without written confirmation from the trustees as is required. It was though noted the communication between both parties had been intermittent which had contributed to the current situation.

JP had met with the Bowls Club the previous day and they had kindly supplied copies of the plans which had been shared with all trustees.

DH noted under the terms of the lease the existing buildings, as well as the land, were the property of the Dolphins Recreation Centre. There was as such a requirement for the Bowls Club at the end of the lease (in 2029) to either return the premises to how they were at the beginning of the lease, or to assign the additional developments over to the charity.

With this in mind, SS proposed, and PB seconded, the approval of the extension as per the plans submitted to, and approved by, Cotswold District Council (19/02103/FUL), subject to the Bowls Club agreeing to return the facility to as it was at the start of the lease in 2005, or agreeing to assign the new building/extension to the Dolphins Recreation Centre at the end of their lease in 2029. A Building Regulations certificate once the build had completed would also be required. All present were in favour.



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The Bowls Club request, also shared to all trustees by JP, to house spoil and building rubble outside of their leased premises, was also reviewed and discussed in detail. The discussions covered the precedent this would set, the potential safety aspects, the impacts on our own development work and the need to ensure it was removed in a timely manner.

It was proposed by DH, and seconded by Jon Easterbrook (JE) that the principle of the Bowls Club storing their spoil and rubble, outside of their leased premises would be approved subject to the following:

- i. The designated area would be the three car parking spaces closest to the Bowls Club along the boundary wall;
- ii. Any spoil, rubble or building debris stored, must be suitably secured and fenced off in line with existing health and safety regulation, including considering the usage of appropriate lighting to warn potential car park users of the items being temporarily stored;
- iii. The Bowls Club should **REDACTED** each time they use the additional space;
- iv. The spoil could be stored for a maximum of five working days, after which a penalty of £25 per day would be applied;
- v. The area used must be cleaned and cleared after each usage;
- vi. The specific dates and times to be agreed between the Bowls Club and either JP as leases and licences liaison, or Paul Jones (PJ) as Head of Grounds.

All present were in favour.

Based on the review of the lease highlighting the lease provision was for the building and the land, JP enquired as to whether the trust needed to obtain an EICR on the building. **REDACTED**

**ACTION: JP**

In light of this revelation, it was also agreed that our existing buildings insurance should be reviewed and the level of cover increased from **REDACTED** to cover all four buildings within the facility.

**ACTION: KF**

It was also noted the Bowls Club lease required a rent review and to enable this to happen, JP and PB had been attempting to get quotes for a valuation to take place. Ten surveyors had been approached, but due to the implication of charity law, only one so far had provided a quote of £500 + VAT. PB was currently chasing down another lead who indicated they would charge 2.50% of the annual valuation arrived at.

DH noted under the terms of the lease the Bowls Club and DRC had to mutually agree to the surveyor used. It was therefore proposed by JP, and seconded by DH, that a budget of **REDACTED** be allocated to obtaining a valuation, but a surveyor could only be appointed to conduct the work subject to the Bowls Club agreement. All present were in favour.

**ACTION: JP**

The lease for TAYCT was also reviewed and no comments given on the draft completed. It was therefore agreed SS would take this forward for signing with the other trustee of TAYCT.



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**ACTION: SS**

### **5. UPDATE ON MOVE TO OFFICIAL CUSTODIAN AND PLOT 8**

**REDACTED FOR LEGAL REASONS**

### **6. UPDATE ON REDEVELOPMENT PROJECT**

JP confirmed at the EGM of Tetbury Town Council that had authorised for forwarding of the S106 in respect of the Highfield Farm agreement (£124,800 + indexation). The other two S106 agreements remain in limbo as the Council seek further advice from their solicitors and CDC. The intention seems to be to seek to return the funds to CDC to allow them to make the decision on whether to forward the funds to the DRC.

JP noted the tender process was due to conclude in early November for main contractors, while a press release had been issued asking for expressions of interests from local companies. SS agreed to contact the Standard to request for this to be published in their weekly paper.

**ACTION: SS**

JP also highlighted there would be a need for more meetings during the coming months to make crucial decisions on the project and request trustees consider this and make themselves available wherever possible.

### **7. UPDATE ON RECREATION GROUND**

Given the time, it was agreed this item would be deferred and carried forward to November's meeting.

### **8. UPDATE ON DOLPHINS HALL**

Given the time, it was agreed this item would be deferred and carried forward to November's meeting.

### **9. REVIEW TETBURY TOWN COUNCIL SLA PROPOSAL**

TTC have expressed their intention to reduce the SLA agreement currently in existence and to remove their agreement to provide the summer groundwork, playground inspection and reduced emptying of bins.

As the playground inspection is required as part of the insurance, JE has kindly agreed to get trained as a playground inspector, although COVID is presenting some challenges booking him on a relevant course. As without this inspection, we could have to close the playground, PB requested for SS to ask TTC to continue performing the inspection until COVID allows JE to become trained.

It was also noted the SLA should cover the free parking we provide to TTC who seemed to park their vehicles for a number of hours each day at the facility, as well as the provision for them to pass garden waste from the church yard over our boundary wall, but not to put their waste within the DRC bins.

### **10. REVIEW OF USAGE POLICY**

Given the time, it was agreed this item would be deferred and carried forward to November's meeting.



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**11. DISCUSSION ON CHARITY RULES**

SS noted we regularly are requested for discounts for bookings for charities or for members of the local community. Currently we handle this on an ad hoc basis within trustee meetings and it would streamline operations if we could have some guidelines for what we feel is appropriate.

DH agreed to draft a policy to be reviewed at a future meeting in November.

**ACTION: DH**

**12. CORRESPONDENCE**

SS noted the only correspondence he had received was a letter from Des Meredith about his recollections of the historical use of Plot 8. This had been uploaded to Slack for people to review although SS did not propose sharing this with our solicitor.

**13. DATE OF NEXT MEETING**

The next meeting date was agreed as Tuesday 24<sup>th</sup> November 2020 at 7.15PM. A decision will be taken closer to the time on the location of the meeting depending on social distancing guidelines in force at that time.

**14. AOB**

SS highlighted the Town Council are due to give up the lease on the Community Hub due to the cost implications of running this. SS would like to investigate the use of this space as a separate meeting space for the Dolphins Recreation and asked for permission to prepare a business proposal for this. JE proposed SS be allowed to take this forward, this was seconded by PB and all in favour agreed.

PB raised the purchasing of a Christmas Tree for outside the hall this year. JP proposed PB be issued with a budget of £100 to purchase a tree and decorate it. This was seconded by SS and all present were in favour.

**ACTION: PB**

A number of complaints had been received in relation to the green horse box parking permanently within the car park in New Church Street. It was agreed he would be asked to remove himself from the premises and JE kindly agreed to have this conversation.

**ACTION: JE**

JP raised his concerns that a review of historical minutes had noted the decision to **REDACTED** was based on incorrect information and may be a breach of Charity Commission law. It was therefore agreed to review the original decision to assess whether any further action was required.

**ACTION: JP**



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It was noted, for the purposes of insurance, relevant certificates should be held for any electrical work down within the Dolphins Hall. It was noted these weren't held for work completed by either R&J Pearce or Shaun. KF to analyse accounts to identify receipts for electrical work so the relevant certificates can be requested.

**ACTION: KF**

Finally, it was noted given the commercially and reputationally sensitive information currently being discussed within meetings, we need to be mindful of redacting any information from the published minutes to ensure we do not create a competitive disadvantage for the trust. It was agreed in future a full copy of the minutes and a redacted copy of the minutes will be signed off each meeting.

There being no other business, the meeting closed at 23:10PM.



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### 14. OUTSTANDING ACTIONS

DATE	NUMBER	ACTION	OWNER	TARGET DATE
26/05/2020	069	SS to conduct VAT analysis to determine exact date for registration and share these figures on Slack.	SS	31/12/2020
26/05/2020	070	SS to complete VAT registration process with HMRC.	SS	31/12/2020
21/07/2020	085	Appoint a Bookkeeper	SS	25/08/2020
25/08/2020	096	Make COVID-19 Signs for the Toilets	DH	28/09/2020
25/08/2020	098	Research potential drugs policy	SS	28/09/2020
25/08/2020	099	Add drugs policy to agenda for September meeting	SS	28/09/2020
25/08/2020	100	Research and obtain quote for WIFI/CCTV	SS	28/09/2020
28/09/2020	103	Consider items to be added to an annual admin calendar.	ALL	20/10/2020
27/10/2020	104	KF to calculate bills owed on Sports Pavilion and produce invoice and calculations for Cricket Club.	KF	24/11/2020
27/10/2020	105	JP to inform Rugby Club of deadline for supplying relevant certification or be advised of temporary closure of the facility.	JP	30/10/2020
27/10/2020	106	JP to arrange for completion of required electrical maintenance for EICR certificate to be issued on Changing Facility (REDACTED).	JP	24/11/2020
27/10/2020	107	Determine process and amends to enable monthly invoicing of bills in relation to the Sports Pavilion.	KF	24/11/2020
27/10/2020	108	Arrange an EICR on the Bowls Club Clubhouse within a budget of REDACTED.	JP	24/11/2020
27/10/2020	109	Arrange increase in buildings insurance REDACTED (with existing broker, subject to cost increase not being excessive).	KF	24/11/2020
27/10/2020	110	Arrange for Bowls Club valuation to take place by obtaining further quotes and gaining Bowl Club agreement on the party to be used to conduct the valuation.	JP	24/11/2020
27/10/2020	111	Share lease agreement with TAYCT and arrange to be signed.	SS	24/11/2020
27/10/2020	112	Issue Expression of Interest press release to the Standard for publication in their next edition.	SS	30/10/2020
27/10/2020	113	Prepare a draft pricing policy for charity and community users of the Rec and the Hall.	DH	24/11/2020
27/10/2020	114	Prepare a business case proposal for taking on a lease on the Community Hub building.	SS	24/11/2020





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27/10/2020	115	Order Christmas Tree within £100 budget.	PB	30/10/2020
27/10/2020	116	Request green horsebox to stop parking within the car park in New Church Street.	JE	30/10/2020
27/10/2020	117	Compile list and copies of all receipts for electrical work conducted over the past five years.	KF	24/11/2020