



## DOLPHINS HALL MANAGEMENT COMMITTEE

New Church Street, Tetbury, GL8 8DS

Charity Number: 274956



### EXTRA TRUSTEE MEETING THURSDAY 7<sup>TH</sup> MARCH 2019, 7PM TETBURY TOWN COUNCIL OFFICES

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

#### 1. CHAIRPERSON'S OPENING COMMENTS and APOLOGIES

The Chair, Steve Scott (SS) convened the meeting at 7.00PM.

The quorum for the board is 5; 7 trustees are present.

SS thanked the trustees for their attendance and explained how the meeting had a limited agenda as the meeting only needed to handle items that could not wait until the next scheduled meeting on the 19<sup>th</sup> March.

SS shared how since the last consultation he and JP had had several conversations with the architects, Archio, about the feedback on the initial hall plans. At this time investigations were being made into alternatives to a mezzanine floor and additional possibilities for the bar, kitchen and storage were being explored.

#### 2. APPOINTMENT OF QS

SS explained how Archio felt the trustees should be appointing a QS to the project at this stage. Three quotes were provided, and a discussion ensued about both the quotes and if it was appropriate to even appoint a QS at this stage. At the end of the discussion a proposal was made.

**Proposal:** To seek more explanation on why we need QS at this stage when we are only looking at design ideas before looking at this again. Proposed: **PB**, Seconded: **DH**. For: 7 (**SS, DH, PB, KF, JE, PM, PJ**), Against: 0, Abstained: 0

#### 3. COMMISSIONING OF A TREE SURVEY

SS explained how Archio also believed a tree survey was required as soon as possible in the planning phase. Three quotes were examined and a proposal made.

Proposal: Atworth Arboriculture Ltd to be commission to undertake a tree survey as laid out in their quotation. Proposed: **JE**, Seconded: **PB**. For: 7 (**SS, DH, PB, KF, JE, PM, PJ**), Against: 0, Abstained: 0



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### **4. COMMISSIONING OF A TOPOGRAPHICAL SURVEY**

SS explained how Archio also believed a topographical survey was required as soon as possible in the planning phase. Only a single quote had been submitted. The issue was discussed and based on the architects' previous experience with Target Surveys a vote should still be taken.

Proposal: Target Surveys to be commissioned to undertake a topographical survey as laid out in their quotation.

Proposed: **PB**, Seconded: **DH**. For: 7 (**SS, DH, PB, KF, JE, PM, PJ**), Against: 0, Abstained: 0

### **5. EXTENSION OF BUILD COMMITTEE BUDGET**

SS explained how the build committee had previously been allocated a budget of £10,000 to produce plans for consultation on phase 1. Even though we were now dealing with consultation plans for phase 2 no additional budget had yet been approved. It was pointed out that the majority of the phase 2 consultation work had been done with left over budget from phase 1 and only a small amount of short fall was required.

Proposal: To increase the budget by enough to pay the Archio invoice for phase 2 consultation planning and look to agree a future budget for other work at the next meeting.

Proposed: **JE**, Seconded: **PM**. For: 7 (**SS, DH, PB, KF, JE, PM, PJ**), Against: 0, Abstained: 0

### **6. DATE OF NEXT MEETING**

19<sup>th</sup> March, 7pm TTC Offices.

### **7. AOB**

PB Suggested a discussion on how the burial ground would affect access to the site during the build needed to be had. It was agreed to discuss at the next Project Team meeting.

The meeting was closed at 7:55pm