

MONTHLY TRUSTEE MEETING
TUESDAY 19th MARCH 2019
TETBURY TOWN COUNCIL OFFICES

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

1. CHAIRPERSON'S OPENING COMMENTS

The Chair, Steve Scott (SS) convened the meeting at 7.02PM, welcoming our guests Archio (Kyle Buchanan and James Purkiss). Quorum required is 5, 5 trustees present so meeting is quorate.

2. PRESENTATION FROM ARCHIO

Kyle Buchanan (KB) gave an initial overview of the service which Archio will be providing, focussing on the differences between the Strategic Brief (business plan, funding plan and phasing plan) and the Design Brief (requirements, room areas and design principles).

KB also gave his opinion on the pros and cons of appointing a QS at this stage, rather than delaying this approach and how early sight of costings can give the project greater flexibility and insight as we move forward.

A Programme Plan was also provided which sets out the key presentations and stages which trustees need to be aware of and attend wherever possible.

Kevin Farnham (KF) has agreed to detail the equipment used by the Film Society currently and the size of the screen.

ACTION: KF

Jamie Ponting (JP) has agreed to provide a detail of the User Groups currently using the facility for Archio.

ACTION: JP

3. NEW BUILD PROJECT REPORT

JP gave a general update of non-Archio activity which included confirmation the Sports England Grant Application had been submitted.

It was proposed by Patricia Burrell (PB) that the Archio Contract is signed and Peter Martin (PM) seconded. All were in agreement, subject to a 72 hour veto being applied to allow people a second opportunity to review it. The only caveat being a request from SS to inform Archio we are not requesting any printing of physical documents at any meeting.

It was proposed by Patricia Burrell (PB) that Andrew Bird be appointed as the QS and KF seconded. All were in agreement, subject to JP confirming with Archio they had used Andrew Bird before and were comfortable the scope of work for the fixed price was in line with our expectations.

It was proposed the cost saving from Phase 1 be redirected as recommended by Archio to a model of the proposed redevelopment by SS and this was seconded by PB. All were in agreement.

4. APPROVAL OF PREVIOUS MINUTES

Due to absentees at the meetings in question, the previous minutes cannot be approved and will be carried over for the next meeting.

5. MATTERS ARISING FROM PREVIOUS MINUTES

The following actions were listed as outstanding following the previous meeting:

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	038	Sort out locks/keys for rear room/storage cupboards.	KF	Ongoing
20/11/2018	039	Overview of leases/payments/review period.	Admin & Legal	19/03/2019
20/11/2018	040	Letter for car parking permits.	Admin & Legal	19/03/2019
08/01/2019	041	Questions from CP to be forwarded/answered	SS	19/03/2019
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
19/02/2019	049	SS to write to TTC around the outstanding application on the £8,000 grant.	SS	19/03/2019

The update on these actions was as follows:

- 027 – ongoing – KF next step is to look to contact the individual who installed the CCTV at the Football Club;
- 035 – ongoing – SS has advertised on Facebook and again in the forthcoming Advertiser;
- 038 – completed – KF has resolved all outstanding issues with keys and locks;
- 039 – ongoing – still awaiting a further update from the solicitors;
- 040 – completed – all letters have been issued and a steady income stream is being achieved;
- 041 – ongoing – the level of questions means this will take some time;
- 044 – ongoing – PB needs to chase the firm again as she has done so three times with no response;
- 048 – ongoing – KF has obtained the details of a second firm who will be willing to quote and this information is to be passed to SS to take forward;
- 049 – completed – despite assurances from Tetbury Town Council they had budgeted for the £8,000 grant, due to budgeting errors they have now cancelled this which was due to be paid in the 2018/19 tax year and have stated we need to reapply in 2019/20. It was unclear at this stage if this would mean £13,000 could be applied for to offset the loss of promised funding in 2018/19 and the annual funding usually received of £5,000.

6. CORRESPONDENCE

No items of formal correspondence were received by the Chair which cannot wait until the next meeting.

7. CHAIRPERSON'S REPORT

SS gave a brief update, stating he had shortened his report given the time and there were matters which could be picked up during the April meeting.

8. ADMIN & LEGAL REPORT

The report provided by KF is attached as Appendix 1.

KF to ask PJ about his view on an Information Security Policy provided and required for World Pay.

ACTION: PJ

PB noted the Public liability insurance needs to be reviewed and renewed by 13th April 2019.

ACTION: KF

9. HOUSE REPORT

PB gave a general update on bookings, cleaning and the state of the Hall at present. The deep clean previously agreed in the February meeting has been completed and positive feedback has been received from users of the Hall.

PB noted that given her absence over the coming month due to vacation, a handover is required for someone to take temporary responsibility for House activities. SS offered to meet PB separately to agree this.

ACTION: PB/SS

10. GROUNDS REPORT

In PJ's absence, no report was provided and this is deferred to the April meeting.

11. DATE OF NEXT AGM

It was proposed by PM the AGM is to be held should be Tuesday 14th May 2019 and this was seconded by PB. All those present were in favour.

It was noted given the level of public consultation completed in the previous six months, it would be important to provide an update on the redevelopment project at this stage. This will be added to the agenda and JP offered to prepare a presentation for this.

12. PUBLIC RELATIONS

Nothing of note has arisen during March which needs to be commented on.

13. AOB

No other business was noted.

14. NEXT MEETING

It was agreed the next meeting would be at 7PM on Tuesday 23rd April 2019, to be held at Tetbury Town Council Offices.

The meeting was closed at 10.10PM.

15. OUTSTANDING ACTIONS

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21/08/2018	027	Review legal and data requirements in respect of CCTV.	KF	31/12/2018
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19/02/2019	049	SS to write to TTC around the outstanding application on the £8,000 grant.	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	051	JP to provide list of Users to Archio.	JP	31/03/2019
19/03/2019	052	PJ to review World Pay's Information Security Policy (once provided by KF).	PJ	23/04/2019
19/03/2019	053	KF to renew Public Liability Insurance.	KF	13/04/2019
19/03/2019	054	PB & SS to conduct House handover for April overview.	PB/SS	31/03/2019

Dolphins RCT Admin group

Brief progress summary for meeting 19th March 2019

Invoices / expenditure

Charles Russell Speechlys – awaiting response to Scotty's repeated request to them for info.

Routine invoices from Tolchards, Vulcana Gas, Tetbury Hardware, Tetbury Cleaning Co being paid at the next banking log on. Invoices checked with relevant trustees as they arise, as necessary.

Invoices relating to development (eg Archio) paid as they arise.

Documentation / Access to information

Some past minutes to add to the website. Admin notes to type up and for reports delivered verbally.

Bookings / Contact emails

Bookings and contact emails auto forwarded to TTC and House Manager for action.

Seems to be working ok, but would like to simplify this.

Invoicing of Bookings

Somewhat behind with invoicing. Most casual users of the hall pay via TTC. Most regular users pay direct ahead of the invoice anyway. Only a small number therefore waiting for invoicing. Looking into one regular user for whom we cannot identify payments of several past invoices.

Leases

No info yet forthcoming from solicitors after visit montha go. Will need to chase this.

Need to raise invoices to sports clubs for ongoing use.

Worldpay

Worldpay change over of contact details completed properly now. They held different details in different admin departments, causing confusion.

We need to comply with card processing security accreditation requirements. All completed except for a security policy to cover card details and use of the card payment terminal. We have a model security policy supplied by Worldpay that we can modify to suit – much of the material applies to IT systems that handle card payment details and we do not do that.

Car Parking

Parking space charging reinstated from March.

Application Forms updated to reflect new charges and dates: March-May to cover the interim period for spaces that were not renewed previously and a general renewal for all spaces for 12 months from June. Sent out to current and previous users. A number of renewals already received. Several enquiries also about availability of spaces. Priority will be given to renewals, but we should be able to rent all available spaces. Will have to agree procedure to handle any unauthorised parking, including possibly locking off unpaid spaces.

Accounts

Have sent a summary of issues in the previous year's account to the independent examiners. Hope we can get this resolved quickly. Will start compiling accounts for the current year soon.