



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



**DOLPHINS RECREATION CENTRE MONTHLY TRUSTEES MEETING**  
**TUESDAY 26<sup>th</sup> JANUARY 2021**  
**GOOGLE HANGOUTS, VIRTUAL MEETING**

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

**1. CHAIRPERSON'S OPENING COMMENTS**

The Chair, Steve Scott (SS) convened the meeting at 7.15PM. Quorum required is 5, 10 trustees present so meeting is quorate.

**2. DECLARATION OF CONFLICTS OF INTEREST AND LOYALTY**

No additional declarations were declared by trustees to add to their existing conflicts noted within their Conflict of Interest submissions.

Two trustees declared potential conflicts under the following agenda items:

- Item 6 – Update on Leases & Licences – SS declared his role as a trustee of TAYCT meant he would not participate in discussions around TAYCT's lease for the Youth Club area;
- Item 9 – The Future of the Playpark – Darby Law (DL) declared an interest in the Café Proposal noted to be discussed on the agenda and agreed after the proposal had been discussed, she would remove herself from any discussions on how this, if at all, was taken forward.

**3. UPDATE ON REDEVELOPMENT PROJECT**

SS acknowledged the attendance of consultants involved in the Redevelopment Project, namely Tom Budd and Mellis Haward (architects) and Andrew Bird (QS). Trustees confirmed they had no objections to guests being present for this agenda item.

**REDACTED FOR REASONS OF COMMERCIALITY**

**4. APPROVAL OF MINUTES FROM PREVIOUS MEETINGS – 15<sup>th</sup> DECEMBER 2020**

DH proposed the approval of the minutes from the meeting on 15<sup>th</sup> December 2020 and this was seconded by PB. All present were in favour, apart from DL who abstained due to not being present at the meeting.



# DOLPHINS HALL MANAGEMENT COMMITTEE

New Church Street, Tetbury, GL8 8DS

Charity Number: 274956



## 5. MATTERS ARISING

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

DATE	NUMBER	ACTION	OWNER	Update
26/05/2020	069	SS to conduct VAT analysis to determine exact date for registration and share these figures on Slack.	SS	To be covered under Agenda Item 10
26/05/2020	070	SS to complete VAT registration process with HMRC.	SS	To be covered under Agenda Item 10
21/07/2020	085	Appoint a Bookkeeper	SS	Closed – SS is now handling the accounts.
25/08/2020	098	Research potential drugs policy	SS	In progress.
25/08/2020	099	Add drugs policy to agenda for September meeting	SS	Deferred to future meeting.
25/08/2020	100	Research and obtain quote for WIFI/CCTV	SS	Deferred to future meeting.
28/09/2020	103	Consider items to be added to an annual admin calendar.	ALL	Deferred to future meeting.
27/10/2020	104	KF to calculate bills owed on Sports Pavilion and produce invoice and calculations for Cricket Club.	KF	KF is awaiting a further meeting reading of the building to enable a calculation to be produced.
27/10/2020	107	Determine process and amends to enable monthly invoicing of bills in relation to the Sports Pavilion.	KF	Subject to Action 104 being completed.
27/10/2020	108	Arrange an EICR on the Bowls Club Clubhouse within a budget of <b>REDACTED</b> .	JP	Ongoing – Bowls Club have advised should be issued on 09/02/2021.
27/10/2020	109	Arrange increase in buildings insurance from £700,000 to £2,000,000 (with existing broker, subject to cost increase not being excessive).	KF	Ongoing – further information needs to be supplied to the broker.
27/10/2020	111	Share lease agreement with TAYCT and arrange to be signed.	SS	To be covered under Agenda Item 6.
24/11/2020	122	Prepare invoice for TAYCT for use of the Youth Room.	KF	To be covered under Agenda Item 6.
24/11/2020	124	Review insurance policy to confirm cover we have regarding building developments.	KF	Carried forward.
24/11/2020	125	Provide a monthly financial summary for the next trustee meeting.	KF	To start next month.
15/12/2020	134	Provide a response to TRC on their requests for amendments to their lease and licences.	JP	Completed.
15/12/2020	135	Update lease agreement and issue to Guild of Gloucestershire Craftsman.	JP	Completed.
15/12/2020	136	<b>REDACTED</b>	JP	Completed.



## **DOLPHINS HALL MANAGEMENT COMMITTEE**

**New Church Street, Tetbury, GL8 8DS**

**Charity Number: 274956**



15/12/2020	137	PB to contact Woodland Trust over planting opportunities.	PB	Closed - March scheme closed and next scheme will be open in September.
15/12/2020	138	Request TTC resolve the pot holes on the Coombe House access road.	PB	Completed.

### **6. UPDATE ON LEASES & LICENCES**

**REDACTED FOR REASONS OF COMMERCIALITY & LEGAL REASONS**

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

**REDACTED FOR LEGAL REASONS**

### **8. UPDATE ON RELEASE OF S106 FUNDING**

A video of the meeting with Tetbury Town Council attended by SS, JP & AB on Friday had been shared with trustees to view, along with a copy of the agreement posted in Slack.

An overview of the position was summarised by JP from a procedural perspective and by AB from a legal perspective.

It was clear Tetbury Town Council have continued to ignore the S106 proposal put to them and had created an agreement to cover the proposal they want to see us make, with SS noting the Council had previously rejected a S106 proposal in respect of the entire project to which the agreement now presented seemed to relate.

Numerous issues with the document were highlighted, including basic structural issues (e.g. only requiring a single signature) and more problematic personal liability issues and attempts by the Council to expand their control over the project to exceed that required to ensure S106 compliance.

The video of the meeting also evidenced a clear lack of ability of the Council to follow correct procedure in respect of our application and the approval of the agreement presented, plus a clear lack of understanding of what was actually involved in both the S106 agreements and the presented agreement.

The trustees did not therefore deem this agreement to be in any way appropriate or worthy of further time reviewing the specific contents. SS proposed that Tetbury Town Council be informed we had no intention of signing the agreement and again asking them to respond to the specific application which has been made by the trust (e.g. for the use of the S106 funding towards Project 1). This was seconded by AB and all present were in favour, apart from KF who abstained.

**ACTION: JP**

### **9. THE FUTURE OF THE PLAYPARK**

SS noted the playpark had been subject to further vandalism and fires are continuing to take place of an evening. The vandalism is becoming more significant, with the recent attack seeing the train completely removed from its position.



## **DOLPHINS HALL MANAGEMENT COMMITTEE**

**New Church Street, Tetbury, GL8 8DS**

**Charity Number: 274956**



DL stated she had plans to meet with two playground equipment manufacturers to prepare a proposal to redesign the playpark and devise a long term strategy for a new playground and ongoing maintenance. As part of a proposal would be put together, in conjunction with a group of parents with whom DL has established links, to present back to the trustees. DL also planned to incorporate TAYCT's previous proposal around needing more lighting areas within the Recreation Ground.

**ACTION: DL**

Jon Easterbrook (JE) offered to visit the playpark and attempt to fix what was possible in respect of the recent damage caused by the vandalism.

**ACTION: JE**

**REDACTED FOR REASONS OF COMMERCIALITY**

### **10. ACCOUNTS & FINANCE UPDATE**

SS had as part of the backing papers shared the accounts from 2019/20 which have been sent to our accountants for finalising before the submission deadline of 31<sup>st</sup> January 2020. It was noted the final accounts will need to ensure the GCC Big Community Grant fund is marked within the accounts as restriction funds.

SS also noted the Development Account was a savings account and not a current account, meaning transactions transferring money between the Main Account and Development Account were required prior to paying any Redevelopment Project related expenditure. JP proposed, and DH seconded, that a new current account should be opened to replace the existing Development Account. All present were in favour.

JP proposed the accounts be signed off in principle and this was seconded by PB with all present in favour.

JP also proposed should the accountant identify any errors within the accounts which require changing, that a summary of the changes be posted on Slack by SS, alongside the revised accounts, and that trustees would vote on accepting the changes virtually by the close of play on 30<sup>th</sup> January, to ensure that the submission deadline of 31<sup>st</sup> January was met. This was seconded by PB, with all present in favour.

SS also provided an update on his progress with calculations for VAT registration purposes. This analysis will be concluded in advance of the next meeting so trustees can vote on the respective date of registration.

### **11. REVIEW AND APPROVE SAFEGUARDING POLICY**

SS has reviewed the policy and identified that an update is required as Jo Tancock is no longer a trustee and therefore unable to hold the role of Safeguarding Officer.

SS has spoken to MS about taking on this role and he has agreed to replace Jo. PB proposed the policy be updated to reflect MS as the new Safeguarding Officer and this was seconded by DH, with all present in favour.

### **12. COMPUTING**

Given the time of the meeting this was deferred to a future agenda.



## **DOLPHINS HALL MANAGEMENT COMMITTEE**

**New Church Street, Tetbury, GL8 8DS**

**Charity Number: 274956**



### **13. CORRESPONDENCE**

All correspondence received had been covered as part of agenda items covered during the meeting.

It was noted that although Councillor Stephen Hirst had stated at Full Council on 25<sup>th</sup> January 2021 that a letter from Gloucestershire County Council had been sent to the DRC regarding Colin Pearce's involvement with the Big Community Grant, no such correspondence has been received.

### **14. DATE OF NEXT MEETING**

It was agreed the next meeting would be Tuesday 23<sup>rd</sup> February 2021.

### **15. AOB**

The requirements of setting a date for the 2021 AGM were discussed given the likelihood of being unable to hold a large public gathering before the summer. It was agreed PB would contact the Charity Commission to seek their guidance as to next steps.

**ACTION: PB**

There being no other business, the meeting closed at 23:39PM.



# DOLPHINS HALL MANAGEMENT COMMITTEE

New Church Street, Tetbury, GL8 8DS

Charity Number: 274956



## 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
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	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 <b>REDACTED</b> .	JP	24/11/2020
27/10/2020	109	Arrange increase in buildings insurance from £700,000 to £2,000,000 (with existing broker, subject to cost increase not being excessive).	KF	24/11/2020
24/11/2020	122	Prepare invoice for TAYCT for use of the Youth Room.	KF	30/11/2020
24/11/2020	124	Review insurance policy to confirm cover we have regarding building developments.	KF	15/12/2020
24/11/2020	125	Provide a monthly financial summary for the next trustee meeting.	KF	15/12/2020
26/01/2021	139	<b>REDACTED</b>	JP	31/01/2021
26/01/2021	140	<b>REDACTED</b>	JP	25/02/2021
26/01/2021	141	<b>REDACTED</b>	JP	27/01/2021
26/01/2021	142	<b>REDACTED</b>	JP	27/01/2021
26/01/2021	143	<b>REDACTED</b>	AB	31/01/2021
26/01/2021	144	JP to inform Tetbury Town Council the proposed agreement would not be signed as it does not link to the S106 application which has been made.	JP	27/01/2021
26/01/2021	145	DL to prepare playpark strategy proposal and report back to trustees at a future meeting.	DL	23/02/2021
26/01/2021	146	JE to review recent vandalism in playpark and make adjustments where appropriate.	JE	31/01/2021
26/01/2021	147	PB to contact Charity Commission to obtain	PB	23/02/2021



# DOLPHINS HALL MANAGEMENT COMMITTEE

New Church Street, Tetbury, GL8 8DS

Charity Number: 274956



		guidance on AGM requirements during lockdown.		
26/01/2021	148	<b>REDACTED</b>	SS	31/01/2021