



DOLPHINS HALL MANAGEMENT COMMITTEE

New Church Street, Tetbury, GL8 8DS

Charity Number: 274956



DOLPHINS HALL MONTHLY TRUSTEES MEETING

TUESDAY 21st July 2020

GOOGLE HANGOUTS, VIRTUAL MEETING

Present	Apologies
Steve Scott (Chair – Resident)	Mark Schumm (Tetbury Cricket Club)
Sue Brown (Resident)	Paul Jones (Resident)
Patricia Burrell (WI)	Absent
David Hobson (Tetbury Dramatic Society)	Darby Law (Feofees)
Kevin Farnham (Film Society)	Richard Witchell (Tetbury Upton Town Council)
Alex Ball (Resident)	Jo Tancock (Tetbury Youth Club)
Jamie Ponting (Resident) - <i>from 9:30pm</i>	Jon Easterbrook (Resident)

1. CHAIRPERSON'S OPENING COMMENTS

The Chair, Steve Scott (SS) convened the meeting at 7.15PM. Quorum required is 5, 6 trustees present so meeting is quorate.

2. APPROVAL OF MINUTES FROM PREVIOUS MEETINGS – 26th June 2020

Patricia Burrell (PB) proposed the approval of the minutes from the meeting on 26th June 2020 and this was seconded by Sue Brown (SB). All were in favour.

3. MATTERS ARISING

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

DATE	NUMBER	ACTION	OWNER	Update
24/09/2019	005	Prepare content on playground maintenance group and distribute in Advertiser and around local schools.	PJ/SS	On hold - until schools return in September and Covid19 restrictions lifted.
23/10/2019	020	Discuss agreement with the Youth Club for hiring the Dolphins Hall.	JP	In Progress
19/11/2019	027	SS to agree a proposed SLA with TTC to be voted on at the next meeting.	SS	In Progress - awaiting contact from the clerk
19/11/2019	031	AB to arrange inaugural fundraising committee meeting.	AB	In Progress - Not really possible to hold event right now but some will meet to discuss ideas
22/01/2020	038	KF to review outstanding payments in relation to one-off and regular bookings, leases and licences.	KF	In Progress
18/02/2020	050	SS & KF to meet to discuss how invoicing can be integrated into the booking process.	SS/KF	In Progress



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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	Completed
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 copies 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 - will happen this week
26/05/2020	069	SS to conduct VAT analysis to determine exact date for registration and share these figures on Slack.	SS	In Progress - needs to be calculated from previous accounts.
26/05/2020	070	SS to complete VAT registration process with HMRC.	SS	On Hold – waiting completion of Item 69
26/05/2020	071	Conclude 2019/20 accounts, share with accountants and put on future meeting agenda for approval.	KF	In Progress - should be completed before the next meeting
26/05/2020	074	SS to clarify expectations on Tetbury Town Council updating Land Registry documents as required by the Charity Commission.	SS	On Hold
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	Completed – on the agenda
04/06/2020	077	SS to issue a letter to Cotswold District Planning Enforcement re: Plot 8 activity.	SS	On hold - put on hold for Plot 8 talks with TTC. Will be reviewed in this meeting
04/06/2020	078	KF to discuss with our insurers the legal cover currently available under our policy.	KF	In Progress - full coverage can only be established by beginning a claim. KF to seek further clarification
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	On hold - to be reviewed in this meeting
04/06/2020	081	PJ to erect traffic controlling measures at Sherwood Road entrance to the Recreation Ground.	PJ	Completed - being installed on the 24 th July
23/6/20	082	Arrange for equipment to dig holes on rec for ground analysis	PJ	Completed - happening on the 24 th July
23/6/20	083	Prepare strongly worded letter to CDC concerning inappropriate extension of remit on approval of S106	JP	On hold – awaiting outcome of Full Council on 27 th July
23/6/20	084	Prepare Risk Assessment for hall reopening	MS	In Progress - hopefully happening next week
26/6/20	085	Hold Plot 8 Talks with TTC	SS/AB	Completed - Several talks



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				have taken place. Full report in this meeting
26/7/20	086	Obtain additional quote for hall floor sanding and varnishing.	PJ	Completed - to be discussed in this meeting

4. REVIEW OF LETTER TO PREVIOUS CHAIR

A robust discussion was held over the merits of continuing to chase a refund of what the trust feared to be unauthorised spending from the previous Chair (Action 075). PB proposed that, regrettably, a line should be drawn and the matter closed despite the evidence suggesting the costs were not approved. SB seconded and all present were in favour.

5. UPDATE ON ACCOUNTS

Kevin Farnham (KF) reported that the accounts for 2019/20 were almost ready to be sent to the accountant and should have been sent before the next meeting.

6. APPOINTMENT OF BOOKKEEPER

A discussion was held on the appointment of a bookkeeper to handle the day to day bookkeeping of the trust. It was felt this would become even more important when the trust registered for VAT. It was also felt a bookkeeper would be useful in preparing for VAT registration. SS confirmed he had spoken to a trainee bookkeeper who would be willing to conduct the work for £9 per hour.

It was felt the bookkeeping once up and running would probably be in the order of 3-4 hours per month. It was also felt about 80-100 hours would probably be needed in preparing for a retrospective VAT registration which needs to be completed ASAP.

PB proposed the bookkeeper should be appointed and we should review the arrangement three months after the hall has been reopened and things are running normally. David Hobson (DH) seconded and all present were in favour.

ACTION: SS

7. FORMATION OF GROUP TO PERFORM A POLICY REVIEW

It was agreed the trust needed a policy that would allow it to fairly be able to restrict individuals access to the trusts property when it was deemed in the best interest of the trust. This was not seen as a major issue, but it was felt a procedure should be in place should it ever be needed as currently one does not exist.

PB agreed to contact Barbara Pond to ask for advice.

ACTION: PB

KF agreed find out what by laws are in place for the Recreation Ground.

ACTION: KF



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8. PURCHASE OF NEW PLAYGROUND EQUIPMENT

PB shared that herself, Darby Law (DL) and Jo Tancock (JT) had selected three pieces of equipment for the playground. Two of these (springers) would replace existing equipment that is now end of life and one (a see saw) would be a new addition.

PB proposed the previously allocated budget of £3,500 (that consists of a £1,500 grant from Tetbury Lions and £2,000 from trust funds) should be considered as a net budget as the trust would soon be registering for VAT. DH seconded the proposal and all others present were in favour.

PB also stated that the three pieces of selected equipment would actually come in a little over the £3500 and therefore proposed the budget be amended to £3,527 + VAT. SB seconded the proposal and all present were in favour.

It is hoped the new equipment will be installed within the next six weeks once ordered.

ACTION: PB

PB shared that a recent inspection had suggested that some of the swings were actually set too low and that some of the chains needed to have a number of links replaced.

PB proposed the sum of £395 + VAT be spent on playground repairs. SB seconded the proposal and all present were in favour.

A member of the public has requested to take possession of one of the springers that will be removed from the playground as it holds sentimental value to her. It was felt this would be fine but suggested the springer should be sold for a small fee so there is a recorded transaction of its disposal in case any questions are asked in the future.

PB proposed that the old elephant springer from the playground be sold to the member of the public for the sum of £5 once it has been removed from the playpark. KF seconded the proposal and all others present were in favour.

ACTION: PB

9. UPDATE AND DISCUSSION ON PLOT 8

SS shared there had been several sessions of talks over Plot 8 with Tetbury Town Council (TTC). At this time, TTC did not seem to be prepared to look at any proposal for burial ground of less than 40 metres, which given the documentation we hold confirms the land is owned by the trust, is not an option the trust can presently entertain. SS informed the trustees he had told TTC that we are still willing to hold talks but TTC would need to set the agenda as we do not really know how to proceed from here in a way that is of any interest to TTC given their reluctance to seek a compromise.

SS also shared that TTC Heritage & Rejuvenation (H&R) committee had agreed to ask Full Council to approve their current plans and to proceed with the burial ground as planned. It was noted this item was on the agenda for the next TTC Full Council meeting, including applying for a planning amendment for an additional 15 metres of burial, on 27th July. It was generally agreed that if such an amendment were applied for then the trust would object to the planning on the grounds that TTC do not own the land.



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It was also noted that the S106 attached to the planning application had expired and TTC would be discussing applying for an extension at its next meeting. The extension application could be another opportunity for the trust to lodge an objection on the grounds that TTC do not own the land in question.

As TTC seem to be proceeding with their original plans even though the purpose of the talks was to seek to find a compromise solution, it was felt the trust should also continue to defend its land. A long discussion of options ensued.

It was decided that TTC being the Custodian Trustee for DRC was not in the best interest of the trust and was the reason this confusion over land ownership had been allowed to develop over many years. It was agreed that the previously made decision to remove TTC as Custodian Trustee should now be actioned with immediate effect and the land registration transferred to the Official Custodian.

PB proposed the trust now apply to the Charity Commission to remove TTC as Custodian Trustee and appoint the Official Custodian as soon as possible. AB seconded the proposal and all others present were in favour.

AB agreed to prepare and submit the paperwork.

ACTION: AB

10. REVIEW OF HALL RE-OPENING

It was agreed that no real decision or plan on the re-opening of the hall could be made until the official risk assessment had been carried out by Mark Schumm (MS). Once this has been completed, the House Committee will prepare a re-opening plan and present it to a full trustees meeting. It was agreed that if this meeting was needed before the next regular full trustees meeting then a special meeting could be called.

NOTE: Jamie Ponting (JP) joined the meeting at this point at 9.30PM

A discussion was held over the state of the floor and if it should be sanded and re-varnished. After a lively debate it was generally accepted that cleanliness would be viewed even more importantly when the hall re-opened given the current global pandemic and the current floor to appear to look dirty even when it had been cleaned was not a good impression to give users of the hall.

Two quotes had been received to carry out the work, both of which were around the same price at £1,300 + VAT.

PB proposed the hall floor be re-varnished by MHC Cotswold Ltd. SB seconded the proposal and all others present were in favour.

11. NEW BUILD UPDATE

JP informed the trustees that TTC Planning committee had now agreed to remove their objections to the Redevelopment Planning Application at an extraordinary meeting on the 13th July.



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On the same night TTC Finance & Scrutiny (F&S) committee had also proposed to recommend to Full Council that the S106 funds allocated to the Dolphins Hall be released to the project. JP shared how himself and SS had spent almost an hour and a half answering questions from the Council many of which were not even relevant to

the S106 situation but eventually a vote had been taken which was unanimous. The recommendation now goes to Full Council on the 27th of July.

TTC had also requested a Bat Survey which had been carried out on the 21st July (at a cost of £500 + VAT). The result should be submitted to CDC on the 22nd July. JP expressed he was hoping we would receive a planning decision before the end of the week. There was a brief discussion on how a positive planning decision could be both celebrated and publicised.

JP explained that the Project Committee had spent a number of hours reviewing and answering questions put forward by Archio in consideration of the detailed design phase of the project. Most things were looking positive, but there were still some outstanding complications to be resolved concerning a supporting pillar and the ability to install a kitchenette in the room to be used by the Youth Club. JP said we were waiting for some suggestions (and probably new costings) from Archio.

SS thanked JP for all his hard work.

12. CORRESPONDENCE

No official correspondence had been received and all emails from TTC had been shared on Slack. It was noted recent communications received from TTC today had accused unnamed trustees of 'passive bullying' and being a 'risk to public order'. These statements have been challenged, alongside a request for these to be withdrawn, otherwise legal action will be considered.

13. DATE OF NEXT MEETING

The next meeting date was agreed as Tuesday 25th August 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

PB proposed we make a donation of £25 to Tetbury in Bloom as a thank you for doing such a good job with the flower beds around the hall and continuing to tend to these during lockdown. SB seconded the proposal and all present were in favour.

KF to raise a cheque for the agreed amount.

ACTION: KF

There being no other business, the meeting closed at 10:00PM.



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14. 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	01/10/2020
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
22/01/2020	038	KF to review outstanding payments in relation to one-off and regular bookings, leases and licences.	KF	25/08/2020
18/02/2020	050	SS & KF to meet to discuss how invoicing can be integrated into the booking process.	SS/KF	25/08/2020
28/04/2020	064	KF to prepare invoices for Sports Clubs for 19/20 season.	KF	25/08/2020
26/05/2020	068	SS to post copies 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	25/08/2020
26/05/2020	069	SS to conduct VAT analysis to determine exact date for registration and share these figures on Slack.	SS	25/08/2020
26/05/2020	070	SS to complete VAT registration process with HMRC.	SS	31/10/2020
26/05/2020	071	Conclude 2019/20 accounts, share with accountants and put on future meeting agenda for approval.	KF	25/08/2020
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/AB to begin the process for removing Tetbury Town Council as Custodian Trustee and replacing them with the Official Custodian.	SS/AB	25/08/2020
23/06/2020	083	Prepare strongly worded letter to CDC concerning inappropriate extension of remit on approval of S106	JP	
23/06/2020	084	Prepare Risk Assessment for hall reopening	MS	25/08/2020
21/07/2020	085	Appoint a Bookkeeper	SS	25/8/2020
21/07/2020	086	Speak to Barbara Pond for advice on an exclusion policy.	PB	25/8/2020
21/07/2020	087	Establish what by-laws are in effect on the Recreation Ground.	KF	25/8/2020



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21/07/2020	088	Arrange for new play park equipment to be installed.	PB	25/8/2020
21/07/2020	089	Arrange for essential playpark maintenance.	PB	25/8/2020
21/07/2020	090	Arrange for old elephant springer to be sold to the member of the public.	PB	25/8/2020
21/07/2020	091	Send £25 donation to Tetbury in Bloom.	KF	25/8/2020