



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



TRUSTEE MEETING
TUESDAY 31st JULY 2018
TETBURY TOWN COUNCIL OFFICES

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

1. Apologies for Absence

Richard Norris

2. Minutes of Previous meetings

- Saturday 21st July 2018 – Acceptance proposed by RW, Seconded PM Carried 2 For, 0 Against 8 Abstentions
- Thursday 26th July 2018 – With a few minor tweaks, Acceptance proposed by SB, seconded PB, Carried 8 for 2 Abstentions.



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3. Matters arising

- 002 Closed
- 007 Pending
- 008 Closed – existing bookings will be respected.
- 009 Outstanding
- 010 Pending
- 011 Closed – SB will deal with tablecloths etc.
- 012 Closed – website updated.
- 013 Closed, website maintenance contract renewed for 1 year - £80.00
- 014 Progressing - bank paperwork received.
- 015 Closed – Drinks licence is indeed in the name of the trust.
- 016 Outstanding
- 017 Progressing.

4. Correspondence

Sue Townsend mailed to request we remove a photograph of one of her pictures from the website.

5. Chairman's Report (SS)

Attached as Appendix 1.

An important element is a proposed complaints procedure – several of the outgoing trustees made non-specific complaints, some of which found their way into a local newspaper. These should be investigated, lessons learned and, as appropriate, findings published.

Proposed Procedure attached as Appendix 2.

DH – Asked what action could actually be taken if accused are found to have been guilty to which it was agreed that other than a public apology not a lot could be done.

SB – Important to invite complainants to provide specific evidence.

KF – Worries that former trustees may not accept findings.

PB - Proposes acceptance of the procedure, seconded RW carried, 7 For, none Against and 3 Abstentions.

SS asks for a volunteer to form a new grounds committee – PJ agrees to take this on. KF Proposed, DH Seconded, Carried 8 For, 0 Against 2 Abstention



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6. House Report (PB)

- SB – will deal with tablecloths.
- Bins will require locks, those which cannot be locked should be replaced.
- First-Aid box and Accident book will be checked by Wednesday (Action PB).
- Hall will be empty this weekend – cleaners will go in and give it a good going over – 2 Hours work at £15/hour.
- The puddleducks storage cupboard is now available for general storage
- Leased car-parking spaces – users have been given free use pending building disruption but this should be reviewed – we need the income. Maybe these spaces should be kept open during building work. KF thinks at least one user has paid for current year.
- Valuation of club premises must proceed before issuing new leases.
- Tetbury show organizers have requested use of the Hampton St. carpark for disabled visitors.

7. Admin & Legal Report (KF)

- Drinks licence has been checked and it is not in the name of any outgoing trustee.
- We now have edit rights over the website.
- Website maintenance contract extended for one year at £80.00
- Have received all paperwork from previous secretary and treasurer – awaiting laptop computer.
- Last years accounts have gone to charity commission although not approved by trustees.
- Stephen Hirst and Colin have looked at constitution – this should be an agenda item for next week.



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8. New-Build Report (JP)

Report attached as Appendix 3.

- JP Reported a conversation with Stephen Hirst. Stephen thinks there might be some scope for flexibility in the cut off-date of the Big-Community grant (currently 31/12/18) – provided we can demonstrate we are making progress.
- JP went on to list the various pots of cash and attached strings:
- SS Thought the process should recognize the contribution of internally-generated funds
- SS and JP to meet with Mark Parker on Thursday.
- Following a meeting with Stephen Hirst and Rob McCorkell, it is proposed that a small (6-member) project team be formed, tasked with progressing the build project. The project team to be chaired by the head of the project committee (JP) with the chair of the Dolphins Hall Trustees (SS), another trustee and three TTC appointees.
 - The project team will be driven by the management trustees.
 - It's initial tasks will be:
 - Compiling it's terms of reference,
 - Confirm the project budget and enumerate any attached conditions
 - Investigate any allowable options – extension, new build POD on the rec, ...
 - Explore other possible sources of funding.

A motion to proceed with the project was proposed by KF seconded by DH and was carried 6 For with 4 Abstentions.

Public Consultation

JP – This must be an open two-track process – discussions with users and use of electronic media.

DH proposed that we proceed along these lines, seconded PB, Carried 6 For none Against and 4 Abstentions.

9. Public Relations

SS – The facebook storm seems to be abating.

KF – Perhaps we should provide live news on the website.

10. Next Meeting

Next Tuesday 7th August at 7pm, at TTC Council Chamber.

For the immediate future meetings will continue to be held weekly on Tuesday evenings

11. AOB

SB – There is a ticketed event scheduled for 11th August – requires someone on the door. Will be discussed at the next meeting.

Meeting closes at 8:58

Dolphins Hall Trustees Chairs Report 31st July

So we have made it through the first week of the new look Dolphins Hall Board of Trustees. Thank you, everyone, for your hard work over the past 7 days trying to pick everything up after the resignations of so many trustees and workers.

We have managed to handle all of the bookings during this first week without dropping the ball and I think we have had happy customers so well done. I do want to acknowledge the great support of Georgina Osman, the TTC community officer, who has handled a lot of questions and calls on our behalf this week.

We have not yet run the bar. That challenge comes for the first time tomorrow night (1st August) with the Lions but I think we can pull it off.

Obviously, with the hall scheduled to close in just under 5 weeks, there is the very little point in putting any long-term solutions in place which means it will remain a little hectic during this period.

In the past week I have met with Stephen Holly, the TTC clerk, who has brought me up to speed on where the council believe things are and has also offered his and the rest of the council staffs full support as we go forward.

I have also been involved in several meetings concerning the new build project. These meetings will be fully reviewed in the new build section of this meeting.

I met with the previous vice chair, who of course was also head of the new build project, this week and he has given me all the paperwork (a large box full) he has in his possession. I would once again like to acknowledge and thank Colin Pearce for all the hard work he put into the project and hope we can build on top of all that effort.

I have been through the paperwork and divided it up and handed anything concerning the new build project over to the chair of the new build team. There were also documents concerning the new leases and some for a new draft constitution both of which seem to have been in progress for a long time. I have handed these over to the chair of the Admin & Legal team. Any other documents I will work my way through. These do include an in-progress grant application to TTC for benches and another in progress application for a £8000 grant for maintenance of the recreation ground. I have asked the clerk at TTC to give me an update on both of these.

I have received, verbally, many questions from members of the public this week about the future of the Dolphins Hall. Although many of these people were concerned about the future of the improvements there were also a good number of messages of support and good wishes for taking the project forward.

Recent social media posts have shown that the residents of Tetbury have very little understanding of what is actually proposed for the hall at this time and we have a good

opportunity to engage with the public in a positive way as we take this project forward. We will discuss some of these opportunities in the new build section of our meeting.

It has been pointed out in the past that the hall itself receives a lot more attention than the rec itself. In order to ensure we don't allow this to happen we do need to form a new grounds committee and I hope someone will offer to take up the responsibility to put together a team in same way we have put together the interim House, Admin & Legal and New Build teams. Remember all these teams will exist until we are in a position to review our full working procedures and make more permanent arrangements.

Finally, I agreed at the last meeting to make a proposal of how we should investigate the allegations made in some the resignations letters of the recently departed trustees. A proposal for this is available in a separate document for discussion at this meeting.

Proposed procedure for investigating allegations against remaining trustees by ex-trustees.

Form an initial investigating board of two trustees to investigate the allegations.

I would initially propose

- Steve Scott (Scotty) as current chair.
- Sandra Ball as TTC representative and the trustee a number of the resigning trustees chose to handle their resignations I think this would be viewed as a fair appointment by those who have resigned.

Once the trustees have agreed the appointment of SS and SB (or alternatives) the appointed trustees should also recruit an independent person outside of DH or TTC who is not connected to any of the trustees of whom allegations have been made or any ex-trustee making the allegation. This full appointment of this third, independent person will be subject to a vote by the full board of trustees.

Those making allegations will be invited to submit evidence either in writing, in person or both. The invitation should also explain the process and who is involved.

If, based on the evidence, the board believe there is a case to be answered the accused trustees will be presented the evidence and invited to submit their own evidence in writing, in person or both.

The board will come to a decision if the allegations are valid or invalid and make a recommendation to the full board of trustees of any action that needs to be taken after referring to any relevant charity law and the DH constitution

The full board of trustees will discuss the findings and recommendation and make an official proposal of any actions to be taken and take a full vote on them.

All involved parties will be notified of the outcome and any actions taken.

The board should be left to define its own acceptable timelines for the provision of evidence etc but should also work on the basis of achieving an outcome in the shortest time possible without affecting the fairness of the process.

The full board of trustees will accept that there may be some need for confidentiality and accept that the investigating board may not be able to release all details of the investigation.

DOLPHIN HALL BUILD PROJECT REPORT – 31/07/2018

Allocated Funding

Date	Reference	Source	Allocated For	Amount	End Date	Extension Obtained	Received	VAT Reclaimable
Unknown	13/02727	S106 - The Dormers	S106 document not available so unclear at this time	£ 13,000.00	Not specified	N/A	Yes	No
26/09/2013	12/01792	S106 - SIAC	Improvements to Tetbury Community Hall in Tetbury	£ 359,466.00	Not specified	N/A	No	Yes
03/07/2014	N/A	Big Community Offer - Capital Grant	To build a new community hall on the site of the existing Dolphins Hall, in order to provide appropriate facilities and space for the community of Tetbury	£ 225,000.00	03/07/2017	Yes	31/12/2018	No
30/07/2014	13/05306	S106 - Autonumis	Not specified	£ 39,000.00	Not specified	N/A	No	Yes
17/11/2014	13/02391	S106 - Miller Homes	Providing a complete new hall to be built adjacent to the site of the current building that will provide modern sports and leisure facilities and extra community space	£ 124,800.00	Not specified	N/A	No	Yes
23/07/2018	N/A	Tetbury Town Council	Publics Work Loan	£ 100,000.00	Not specified	N/A	No	No

PROGRESS SINCE LAST MEETING

- SS & JP have met with Stephen Hirst and Rob McCorkell to discuss how we move forward;
- Both made a strong recommendation we progress with forming a project team and provide them with a mandate to progress with the project;
- SH also suggested Mark Parker could be receptive to extending the deadline if he felt progress was being made and it wasn't simply a case of asking for an extension to the deadline because nothing has been done;
- SS & JP are meeting Mark Parker on Thursday to introduce ourselves and begin these discussions;
- It would be beneficial to these discussions if we could report some form of progress, which the formation of a project team would certainly represent;
- As management trustees, it is at our sole discretion as to the mandate supplied to the project team and the membership of it;
- Even with the creation of a project team, all decisions would need to be ratified and approved by the management trustees.

PROPOSAL

It is my proposal the following project structure be put in place:

The Executive: Dolphin's Hall Board of Trustees

Project Board: Six individuals split with equal representation between TTC and DH:

- To be chaired by the Head of the Project Committee from the Board of Trustees (JP).
- The Chair of the Board of Trustees to also be a member as Senior User (SS), plus another trustee to support in this capacity and act as Deputy Chair on the Project Board.
- Three TTC representatives as they wish but likely to be SH, RM & Sandra Ball. RM would likely take the responsibility for running the day-to-day project (Project Manager) and SH would take the role of Project Assurance.

Initial Mandate: The Project Board would be initially tasked with:

- Compiling a Terms of Reference for the Project Board (to be signed off by the management trustees);
- Confirm the project budget and any conditions attached to any of the agreed funding;
- Investigating the options available in respect of the project (i.e. extension, new build, POD on The Rec etc.);
- Investigating other potential funding opportunities available.

The Project Board would have NO mandate to proceed with any engagement with the architect or builders in respect of the currently proposed plan.

While the Project Board is progressing with the above, it would be my recommendation the management trustees would simultaneously engage in activity to complete a public consultation during August and to also investigate other funding opportunities.