



DOLPHINS HALL MANAGEMENT COMMITTEE

New Church Street, Tetbury, GL8 8DS

Charity Number: 274956



DOLPHINS HALL MAIN TRUSTEES MEETING
TUESDAY 16th July 2019
THE DOLPHINS HALL

Present	Apologies
Steve Scott (Chair – Youth Club)	Patricia Burrell (WI)
Mark Schumm (Cricket Club)	Colin Pearce (TTC)
Paul Jones (Resident)	Rob McCorkell (TTC)
Kevin Farnham (Film Society)	David Hobson, (Dolphins Dramatic Society)
Jon Easterbrook (Resident)	Pete Martin (Club 77)
Alex Ball (Resident)	
Sue Brown (Resident)	
Martin Lee (Rugby Club)	
Rich Witchell (TUPC)	
Jamie Ponting (Resident) From 7:45 pm	

1. CHAIRPERSON'S OPENING COMMENTS

The Chair, Steve Scott (SS) convened the meeting at 7.33PM. Quorum required is 5, 9 trustees present so meeting is quorate.

2. APPROVAL OF MINUTES FROM PREVIOUS MEETING

The minutes from the meeting on the 18th June were reviewed and approved.

Proposed SB, Seconded: ML, For: MS, KF, JE, AB, JP, Against: None, Abstain RW, PJ

The minutes from the meeting on the 25th June were reviewed and approved after a small alteration.

Proposed ML, Seconded: KF, For: MS, SB, AB, JP, Against: None, Abstain RW, PJ, JE

3. CHAIR REPORT - SS

SS reported there had been correspondence concerning summer camp with the closure of the leisure centre. Chair agreed the hall would cooperate where it possibly could to help the town. SS also reported that the WI had decided to remain in their new home at the Good shed and not returning to the hall at this time.

4. NEW BUILD – JP

JP gave an overview of the previously held New Build committee meeting. The minutes from that meeting had been distributed prior to the meeting. RW put forward corrections to the dates recorded in the New Build Committee minutes.



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5. ADMIN AND LEGAL - KF

Discussion were had concerning moving away from spreadsheets to an online system for bookkeeping and accounting. It was agreed that this was a good idea and a vote was taken to allow a budget for this.

Proposal: Allow up to £360 per year to be spent on an online book keeping system.

Proposed: FK, Seconded: JE, For: All.

A discussion was had over moving away from emailing documents and using Dropbox to using Google GSuite as the trusts document and email platform. It was understood that GSuite was available for free to charities.

Proposal: Move to Google GSuite for email and documents

Proposed: MS, Seconded: JP, For: All.

There was a suggestion to look to change the trusts domain name from dolphinshalltetbury.co.uk to dolphinshall.org. There would be a cost of about £12 per year. It was agreed this would be a good idea but the old domain should continue to work as well.

Proposal: Purchase and use dolphindhall.org as the trusts main domain.

Proposed: JE, Seconded: RW. For: All

SS raised how it is important based on the funding we are looking for to have a Safeguarding policy in place for the trust to show we have the correct policies and procedures in place. We currently don't have one and SS has spoken to Jo Tancock about taking on the responsibility of Safeguarding Officer for the trust and she is happy to hold this position.

Proposal: Jo Tancock should be appointed as Safeguarding Officer.

Proposed: ML, Seconded: MS. For: All

In a similar vein, SS has been looking into writing an appropriate Safeguarding Policy for the trust based on our role as a space provider. SS has written this and shared it with trustees prior to the meeting. It will be a requirement of the trustees to review this once a year, although in her role as Safeguarding Officer, Jo can recommend an amendment to the trustees at any time.

Proposal: The safeguarding policy as presented be adopted as the trusts policy

Proposed: ML, Seconded: AB. For: All

There is an outstanding invoice of £480 with SWR Leisure Ltd which is unlikely to now be paid as a result of last week's declaration that the company was closing and insolvency practitioners had been appointed.



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6. HOUSE - SB

As Patricia Burrell (PB) wasn't in attendance at the meeting, no formal report had been given. SB gave a verbal report in her absence. PB had been reappointed as Chair of the House Committee. SB is going to keep the noticeboard at the front of the site up-to-date as this hadn't been done in a while. She also requested an update on the PAT testing, but this wasn't available.

***Proposal: A House Budget of £500 been given to the House Committee.
For routine maintenance and repairs.***

Proposed: RW, Seconded: ML. For: All

7. GROUNDS - PJ

PJ has had a meeting with the Institute of Groundsman (IOG) who have done a survey on the Recreation Ground and a report is being prepared. At a high level, there is no grass routing and a six inch soil sample was taken. Vertidrainage and fertilising is required.

There is potentially some grants that may be available for equipment and goalmouths. No pitch repairs have been completed by the winter sports and this was noted as an area which needs to be addressed moving forward.

PJ is aiming to be able to table the report and a more detailed discussion at the next meeting.

TTC new grant policy means grants can only be applied for twice a year – June and November. SS has put in a grant application for provision to The Recreation Ground (£8,842). The amount was decided on as the previous grant of £5,000 had not been awarded for two years and had been discussed regularly with TTC in 2018/19. The grant is for aeration and more frequent grass cutting.

Another big problem currently is the Skate Park which is a source of constant littering and currently daily rubbish picks are being made. One solution would be to fence the Skate Park up and then at least the rubbish would be contained.

There are also issues with the Play Park and certain items rotting at ground level. It was suggested a committee of parents was required to look into the feasibility of fundraising and ensuring the regular upkeep of the area. ML offered to look into it.



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Pinders Circus are looking at hosting a circus on The Rec from 10th-13th October. They have three small lorries and seven caravans to hold 11 individuals connected with the show.

Proposal: The Circus be allowed to use the rec.

The conditions of use will be £100 per day, with a £500 security deposit. DH will also reserve the right to cancel the booking up to 48 hours before if weather conditions dictate this is appropriate.

Proposed: ML, Seconded: SB.

For: ML, SB, PJ, JE, AB. Against: MS, Abstain: RW, KF, JP

AB will help putting together some wording for the contract.

8. CORRESPONDANCE

Numerous letters received in respect of the state of the Play Park and this are being dealt with on a case by case basis and forward to the Grounds Committee

9. NEXT MEETING

Tuesday 20th August at 7.30PM in the Dolphins Hall.

10. AOB

ML raised a query on the cutting of the grass out the front of the Hall. He will do this over the next couple of days and remove the old noticeboard at the same time.

We then moved into a Close Session.



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OUTSTANDING ACTIONS CARRIED OVER FROM PREVIOUS MINUTES

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	039	Overview of leases/payments/review period.	Admin & Legal	Ongoing
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
19/03/2019	050	KF to provide details of film society equipment and size of the existing screen.	KF	31/03/2019
19/03/2019	052	PJ to review World Pay's Information Security Policy (once provided by KF).	PJ	23/04/2019
23/04/2019	053	SS to liaise with Tetbury Town Council to transfer the received Section 106 funds to our accounts.	SS	03/06/2019
23/04/2019	056	JP to contact a Modular Builder company who previously approached SS.	JP	03/06/2019
23/04/2019	057	KF to organise a meeting to confirm the terms for the leases and licences with Tetbury Town Football Club. DH to also be in attendance.	KF	30/04/2019
23/04/2019	058	Look into potential handyman options.	SS	03/06/2019
23/04/2019	059	Look into replacing existing carpet in communal areas.	SS	03/06/2019
23/04/2019	060	Inform Bowls Club a written proposal is required and extend an invitation for someone from the Bowls club to attend the next trustees meeting to present this and answer any questions.	SS	30/04/2019