



DOLPHINS HALL MANAGEMENT COMMITTEE

New Church Street, Tetbury, GL8 8DS

Charity Number: 274956



MONTHLY TRUSTEE MEETING

TUESDAY 20th NOVEMBER 2018

TETBURY TOWN COUNCIL OFFICES

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

1. CHAIRPERSON'S OPENING COMMENTS and APOLOGIES

The Chair, Steve Scott (SS) convened the meeting at 7.00PM.

The quorum for the board is 5; 5 trustees are present.

2. GUESTS

There were two invited guests present, and the committee approved their presence; Richard and Dominic from Tetbury Town Football Club (TTFC).

3. REVISED AGENDA

The revised agenda previously circulated was accepted by all for this meeting.

4. MINUTES OF PREVIOUS MEETINGS

a. 23rd October :

- i. It was noted that Sandra Ball was missing from those present.
- ii. Section 7; It should have stated that the hall would be kept open until December 21st, not the end of year.

Sandra Ball (SB) arrived at 7.11pm (Quorum 5; trustees present 6).

These minutes, with alterations noted above, were proposed as accurate by Patricia Burrell, Seconded by Sandra Ball, all trustees voted in favour.

b. 7th November

These minutes had no corrections noted.

Proposed acceptance by Jon Easterbrook; Seconded by Patricia Burrell.

All trustees voted in favour, except Kevin Farnham who abstained (due to absence from the 7th November meeting).



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5. MATTERS ARISING FROM PREVIOUS MINUTES

#027 CCTV - Still to review; revised due date end of year (if there is a pressing need for it)

#035 Secretary – SS still to progress

#036 Facebook Statement - Done

#037 Terms of Reference - JP to provide update

6. NEW BUILD REPORT

SS had visited the TTFC and spoken with them (including a letter received from them).

SS read a statement (see attached).

SS outlined the position so far, for the TTFC guests benefit.

- SS visited CDC planning for an informal meeting along with the Architects.
- Outlined Sport England's requirements
- Potential Tree Protection Officer involvement
- Planning Officer couldn't foresee any issues
- Better precedent if there is temporary planning permission (for the POD, which had previously expired).
- Could take up to 9 months for planning permission to be granted.

Next project team meeting to be called when JP returns

Next meeting with Mark Parker at GCC 29th November.

Need to think about the funding position for phase 1 by the next meeting.

Dominic and Richard from TTFC then left the meeting (20:11), leaving their contact details with SS.

7. CORRESPONDENCE

- There was a letter from TTFC (read out as part of #6).
- An invitation from MH to SS re the meeting that the District Councillor's had called, and SS included his reply.
- An invite from Sue Townsend to several trustees.
- SS had contacted the Tetbury Lion's Club president re a Facebook post that resulted in several enquiries from their members.
- SS received an invite (and accepted) from MH for coffee.

8. CHAIRS REPORT

- Attached

9. HOUSE REPORT

- Enquiries had been received about bookings for Christmas Eve and New Years Eve.
- Heaters: 2 out of the 3 not working. Pearces to be called to investigate; up to £500 authorised for repairs/investigation (house committee delegated budget).
- POD to be issued a license to use the old puddleducks room; terms to be agreed on good faith as a temporary measure (as the POD container is currently leaking).

PROPOSED by PB, Seconded by KF; all in Favour (except SS – Abstain).

ACTION 038: SS to sort out locks.



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10. GROUNDS REPORT

- **NO REPORT THIS MONTH**

11. ADMIN & LEGAL

- KF provided report (see attached)
- Licenses all current; no issue
- Leases – leave alone for now (rolling existing leases)

ACTION 039: A&L to produce overview of leases, payments due (over what period) and review period.

ACTION 040: A&L to produce a letter for car parking permits.

- KF provided an update on the accounts; and will report back when able.

12. PUBLIC RELATIONS

- No further actions above anything previously discussed.

13. DATE OF NEXT MEETING

- Provisionally December 11th; TBC.

14. AOB

- Nothing raised.

OUTSTANDING ACTIONS

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
23/10/2018	036	Issue statement on Facebook in respect of town meeting planned by Maggie Heaven & Tina Stevenson.	SS	COMPLETE
23/10/2018	037	Provide feedback on Project Board Terms of Reference.	ALL	06/11/2018
20/11/2018	038	Sort out locks/keys for rear room/storage cupboards	SS	31/12/2018
20/11/2018	039	Overview of leases/payments/review period	Admin & Legal	Next meeting
20/11/2018	040	Letter for car parking permits	Admin & Legal	31/12/2018

Dolphins Hall Chairs Report 20th November 2018.

Planning Meeting

Mellis Haward, from Archio, and I met this morning (20th) with Andrew Moody of CDC planning. The meeting was an informal meeting to present the current new build plans and get initial feedback and concerns.

The meeting was very positive. Andrew, in general, saw no significant issues with our plans but raised several points, including advising us to seek advice from the tree protection officers. Andrew also said he was going to speak to Sport England to ask their opinions. Andrew will now communicate with Mellis who will provide us with more detailed feedback when we get it.

Town Meeting

I have at last received an invite to the "Town Meeting" from Maggie Heaven.

Hi Scotty

I'm sure Tina has been in touch with you.

In view of the amount of questions being asked to District Councillors we feel it necessary to hold a Public Meeting which will take place in 14th December 6.30 to 8.30 prompt.

We don't intend putting a letter in the Tetbury Advertiser as per email from Richard it will be an advert paid for by ourselves.

The meeting will take the form of Questions being asked by the general public. May I emphasise that we do not wish this to be a "slanging match". It will be chaired by an independent person who will maintain control of the general public. There is much bad feeling in and around the town surrounding the progress of the hall. We anticipate this meeting will be of help to you as chair of the Dolphins Hall.

Scotty, we would very much like you to join us on the top table as chair of the Dolphins Hall and in a position to answer the questions. The grant money for the Youth Club and Community is due to be repaid 31st December 2018. The lack of progress of the Hall is deeply concerning the residents of Tetbury. This will give you the opportunity to explain progress.

As District Councillors we are frequently being asked the question "What is happening". May I stress that I am not acting in the capacity of past chair neither do I wish to.

Either Tina or myself will be writing to each Trustee today inviting them to the meeting .

I am very happy to meet up with you should you wish too.

Kind regards

Maggie

As previously agreed, I have politely declined the invitation as detailed below.

Maggie

Thank you for your email. Just for the record, I have not received any correspondence from Cllr Stevenson although I do believe there may have been a mix up with email addresses. I did inform Cllr Stevenson of this and give her a correct email address a couple weeks ago but I have heard nothing from her since then. Therefore, this is the first correspondence I have received concerning this meeting.

I fully understand that as district councillors both yourself and Cllr Stevenson have a responsibility to do your best to answer any questions you receive from the public concerning matters in your wards.

What puzzles both myself and the other trustees is why you have called a public meeting to get these questions answered when neither yourself or Cllr Stevenson have approached us in any form to ask us the questions you are being asked. Is it normal practice for a district councillor to call a public meeting as the first method of getting answers for those they represent?

As trustees, when we noticed via social media the meeting had been announced, we discussed this in depth. In fact, we have discussed this now on two occasions both when it was first announced for the 2nd November and then again when the date was changed to the 14th of December. In our discussions, on both occasions, we have made the collective decision that we will not be attending or sending any representation to the meeting.

We discussed the matter at length and came to the decision for the following reasons.

1. We feel public representatives arranging and publicising a public meeting where we are expected to answer questions without consulting us or even inviting us is both unreasonable and unprofessional.

2. We have been given no opportunity to input into the structure, running or organisation of this meeting.

3. As we have stated in our column in the Tetbury advertiser we are already planning a series of opportunities for the public to engage with us at the appropriate points in the project life cycle. We have already held the first of these opportunities in the form of a public consultation process at the end of August/beginning of September and more will happen in the near future at the appropriate time.

4. At this time we are in the midst of delicate negotiations with Gloucestershire Country Council over the extension of the big community grant. Those we are in negotiations with have strongly advised us against holding any town hall format meetings at this point in the project life cycle. We would not want to be seen to be ignoring their advice or jeopardise the outcome of the negotiations by doing so.

Should you wish to still continue with your meeting in our absence please ensure that the public is in no way misled to believe that we will be in attendance or ever have agreed to be in attendance at the meeting.

As chair of trustees of The Dolphins Recreation Centre, I am more than happy to meet with yourself and/or Cllr Stevenson to discuss any concerns you may have and therefore giving you the information you need to discuss these matters with those you represent.

Regards

*Steve Scott (Scotty)
Chair of Trustees
The Dolphins Recreation Centre.*

P.S This reply has also been sent to all the other trustees for their information.

Leases/licences:

No info yet received from Bates, though believe we have copies of the latest leases. We need to agree what we need to do short term. If possible changes expected due to the developments, it makes little sense to formally renew expired leases until we know what we need. We will need to review the existing leases for any constraints that might affect emerging plans.

Banking:

Finally have complete access to all accounts. Has allowed us to download a complete record of transactions on all accounts (only back to 2002 for the General/Treasurer's account) and so make progress on the audit of expenditure.

Car parking:

Some users have been advised by Scotty that they can continue using their spaces for the time being. We need to agree the basis for resumption of charges for the spaces that people still want to use. PB has been working on compiling a complete list of spaces vs users – the list we had is incomplete.

Accounts/Audit:

(Much work done on this by PB and David L-B, much appreciated)

Audit of last year's and the current year's income and expenditure ongoing. Separating General from New Build from Bar is not entirely straightforward, since much of the New Build / development expenditure has been channelled through the General account – paid from the General account then reimbursed by a transfer between accounts. Not all transactions have been dealt with the same way, however. There are some items of expenditure from the General account that could be considered to be related to development and some from the New Build account that could be considered ongoing costs, depending on how they are viewed. How we decide to treat this may be affected by the requirements of funders. Ongoing.

One item has been identified where it appears that one set of expenses incurred by a previous trustee may have been reimbursed twice. If it becomes clear that this is the case, we will have to consider what action to take.

There is some cross-talk between the general bank account and the bar bank account, where at least some bar costs have been paid from the general account. Will need to reconcile to establish a true picture of the bar's profitability. Recent bar takings and expenses have been handled by Scotty. Need to review the best way to manage that going forward.

Invoicing:

Invoices not yet sent out for October bookings. Will do them this week.

Expenditure:

Paid final invoice of the season from KP for grounds, one Westonbirt laundry invoice and the initial invoice from Archio.

Invoice received from PF Web designs for renewal of domain name and hosting account 1yr £63.

Known expenses yet to reimburse to Trustees:

- PB – small amount for laundry, part paid in cash (from bookings paid in cash whilst we had no access to the bank accounts), £34 for storage boxes for the linen (Wilko)
- KF - £70 for renewal of the premises licence, which hadn't been paid
- PJ - £114 reimbursement for supply of topsoil for summer repair work
- JP - £70 reimbursement for supply of topsoil for summer repair work