



Dolphins Hall Minutes of Meeting

Tuesday 7th August 2018 at

Attendees:

Steve Scott (SS) Chair, Jamie Ponting (JP), Paul Jones (PJ), Jon Easterbrook (JE), David Hobson (DH), Sandra Ball (SB)

Apologies for absence:

Patricia Burrell (PB), Rich Whitchell (RW), Richard Norris (RN), Pete Martin (PM),

1	Apologies received	
2	Minutes of the Meeting from 31st July were agreed with three minor changes – Proposed DH, Seconded JP all in favour	
3	SB to contact Rugby Club, Bowl's Club and Feoffees to see if they want to have a representative on the board of Trustees for the DH.	Action SB
4	Correspondence from the Goods Shed to see if they can borrow the Amateur Dramatics loop line from DH – Proposed by SB, Seconded JE all in favour	
5	SS read Chairman's report – SS & JP meeting with Mark Parker, held first project board meeting on Monday 06.08.18. Discussion round the meetings open to the public. KF suggested public meetings every so often. Minutes being published is a positive step forward.	
5a	Proposal "that we need to focus on public consultation round the new build then focus on improving the opportunity for the public to ask questions, however in the meantime feel free to contact the chair if any questions" – Proposed DH, Seconded KF all in favour	
5b	Proposal for a 3 rd Member of the Investigation Team it was agreed after much discussion to see if Tara Niblett would take minutes. SB to ask her	Action SB
6	House report followed in PB's absence with discussion round the forthcoming events. This Saturday being paramount at the moment. SB to man the door 07-08pm then JE will take over. Ashley Kimber to set up the bar 06.30-08.00pm. JE will help on the bar once everyone in. KF to help on the bar. Tetbury Cleaning Company are cleaning the hall. Need to make sure they clean 17 th and 19 th August after events. There is some wastage on wine, Vinotopia have shown an interest to provide the drink. SS to talk further.	
7	Grounds report followed PJ informed he has ordered top soil to fill in the cracks on the recreation ground – 4 tons in total. PJ in talks with the FA to see if they can "spike" the recreation ground to help alleviate some of the problems. The Dog Poo bin by the Skate Park is not being emptied SB to speak to Tara to see who is responsible.	Action SB
8	Admin & Legal report followed by KF – KF now has log-on access to the Worldplay account. Still linked to the general hall bank account. New person details required by Worldplay. No update from Lloyds Bank re signatures. Invoices needing payment. KF has created a dropbox for documentation. First set of minutes published on the website. KF completed search through Secretary/Treasure's material. KF has received couple of enquiries about bookings, would we take any short notice bookings as delay on start of refurb? SS suggested wait for the moment to dispel any rumours. Will need to raise invoices for bookings in August.	

	KF went through the organisation list of who is staying on and who is coming off for AGM.	
9	<p>New Build report followed by JP – a new appointment of a third trustee to the Project Board is required, there was a suggestion of PB or PJ but neither were present so deferred to next meeting.</p> <p>JP has circulated a report of project activity since the last meeting, a copy of which has been included as an appendix.</p> <p>Mark Parker had been met with to discuss the Big Community Grant and the timelines attached to the spending of this funding. Mark confirmed if a viable project plan could be developed and evidence shown as to how the project would be successfully delivered, the money could be spent after the current deadline of the end of 2018. To gain any extension however these project plans must be in place by October. Mark also suggested that extensions and refurbishments can be costly due to the need to comply with the 2018 build regulations.</p> <p>JP proposed that we have public consultations in the DH to seek the public's opinion on how they would like to see the funding spent and what improvements to the facility they thought were required. The consultation would form a combination of drop in sessions at The Hall and an Online Survey. Dates were suggested for the meetings. 19.08.18, 24.08.18, 29.08.18 and 25.08.18, however a number of these were felt not to be suitable due to other local events. It was suggested that a separate Youth Pod was a possibility using funding other than the Big Community Offering. JP sent an email from the first Project Board Meeting the next one will be on 22.08.18</p> <p>SS commented that we need to aim to break ground this year, but it was important to balance speed and quality.</p> <p>JE said that if the pod stayed where it was and some of the money was spent on it then the rest of the money could be used on the hall.</p> <p>Proposal put forward for the Consultation Process – Proposed JP, Seconded JE agreed with 1 abstention(SB)</p> <p>Proposal for up to £100 budget for consultation – Proposed JP, Seconded JE all agreed.</p>	Action JP
10	Public relations discussion followed – it was commented that Facebook is still throwing up negative comments. SS said that we need to ignore this. Many of the comments around the extension proposal were that it seemed overpriced and the negative comments against the Dolphins Hall were from a small minority. It was noted a lot of positive responses had been received during other interactions outside of Facebook.	
11	<p>Date of the next meeting will be 21.08.18</p> <p>Date of next Project Board meeting will be 22.08.18</p>	
12	A.O.B – it was reminded that the event on Saturday required cash and the door would require a float.	

Dolphins RCT Admin group

Brief progress summary for meeting 7th August 2018

Banking etc

Worldpay

KF now has log-on access to the Worldpay account, so can carry out admin tasks, get reports etc.

The Worldpay account seems to be still linked to the general hall bank account. There is a paper form in the Treasurer's documents to transfer that over to the Bar account, though that hasn't been signed and submitted. It may be possible to switch the linked account over to the Bar account online, though we would probably need to submit a Direct Debit mandate to allow Worldpay to make the link. Will wait until we have control of the Lloyds accounts before doing that.

Will need to write to Worldpay giving them new person contact details – all the previous contacts are resigned trustees or resigned treasurer (ST).

Lloyds Bank

No word yet from Lloyds Bank re: the transfer of signatories. Will call to chase it in a couple of days.

Invoices received, to be paid as soon as we are able: Tetbury Hardware, PF Web Design

Documentation / Access to information

Have been compiling electronic copies of old accounts, previous project information, old minutes etc. Have created a Dropbox folder as a means to allow trustees access to everything on demand. Have given Scotty access for comment, before extending access. Will add recent material too, including minutes and supporting documents for meetings, latest accounts etc. Will give edit access to folders for people responsible for particular areas. That way whoever produces a document can just save it to the right folder on the Dropbox for everyone to be able to see it.

Have published our first set of minutes to the website – as far as I can tell, nobody has downloaded them yet.

Treasury / Secretary Documentation

Have been through the Secretary & Treasurer's material. All looks to be fairly organised, [REDACTED] clearly had a system thought out, but it would not be a trivial task for a new Treasurer to pick up and run with it. [REDACTED] raised invoices for July bookings before she resigned.

Bookings / Contact emails

Have received a couple of enquiries about bookings. We need to confirm our standard response to these, plus it would be useful to put the same on the website.


There are forward bookings shown on the calendar on the website. Will speak to council to confirm that we can edit forward bookings to remove any that might be misleading. Will

Invoicing of Bookings

We will need to raise invoices for bookings in August soon. Suggest we add a note to confirm the closure start and remind regular users that the hall will be closed for a period. Is it feasible for us to continue to allow simple-use (just the hall, no service needs) bookings / use on a short-term notice (within a fortnight / month?) basis until we have a build start date?

Trustee Organisations List

To inform the discussion, below is a screenshot of the last Trustees list previously published on the website. Captured by Web Archive May 2016.

**DOLPHINS HALL TETBURY**

Dolphins Hall Tetbury - Charity Commission 274956
New Church Street, Tetbury, GL8 8DS

Contact Dolphins Hall Tetbury today :
T : 01666 504670
E : contact@dolphinshalltetbury.co.uk

[Home Page](#) [Trustees & Committee](#) [Dolphins Hall : Events](#) [Recreation Ground](#) [Contacts](#)

Trustess and Committee

Below you will find a list of the Trustees and Committee members that help to run Dolphins Hall :

- MAGGIE HEAVEN (**CHAIR**) - Resident
- COLIN PEARCE (**VICE CHAIR**) - Tetbury Town Council
- SUSAN TOWNSEND (**TREASURER**) - Resident
- VICTOR BRIDGEMAN - Tetbury Bowls Club
- RODNEY SMITH - Tetbury Town Football Club
- PATRICIA BURRELL - Tetbury W.I.
- JOE STOKVIS - Tetbury Film Society
- MALCOLM PHILBY - Adam Philby Skateboard Park
- MARTIN LEA - Tetbury Rugby Club
- ASHLEY KIMBER - Tetbury Cricket Club
- DAVID HICKS - Feoffees
- CATHERINE CHIDLEY - Puddle Ducks
- SALLIE DEARNLEY - Club 77
- DAVID HOBSON - Dolphins Dramatic Society
- STEVE SCOTT - Tetbury Area Youth & Community Trust
- RICHARD WITCHELL - Tetbury Upton PC
- TINA STEVENSON - Tetbury Town Council
- STEPHEN HIRST - Resident
- RICHARD NORRIS - Resident
- LESLEY BRAIN - Resident
- PAUL JONES - Resident

To learn more about the Sub-Committee Members please download [this document...](#)

Charitable Status

Charity Commission number 274956.
For more information please visit the [Charity Commission website](#).

Meeting Minutes

Please click on the links below to download copies of the minutes from recent committee meetings.

Minutes for meeting of March 2016 (Extraordinary Trustees Meeting) : [Download Here](#)

Minutes for meeting of March 2016 : [Download Here](#)

Minutes for meeting of February 2016 : [Download Here](#)

DOLPHIN HALL BUILD PROJECT REPORT – 07/08/2018

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 - Autonomis	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

- Meeting held with Mark Parker to discuss conditions surrounding the Big Community Fund grant which has a deadline of 31/12/2018;
- The key points of note taken from the meeting were:
 - If we were to be given an extension, we would need to have a project timeline and plan by Autumn (October). This wouldn't even necessarily require us to have obtained planning at this point, or to have commenced building this year, but would require a clear plan of action;
 - He's looking to see what makes the current approach to the project different from the previous approaches which have failed to gain buy in from the community;
 - Wanted to understand the skills of those on the project board and recommended we look to find a builder to potentially provide advice too;
 - If any project plan included a caveat that if we failed this time around we would refund the money it would be looked at favourably;
 - Mark doesn't wish to be overly involved in the process or look to hold anything up. An email update once a month would be sufficient, or confirmation a milestone has been met. He wants us to focus on the project and not him;
 - His advice would be to follow the 'One roof covers all' approach but consider different access/usage requirements (think about hospitals);
 - Try and limit exclusive space - what time do users need the site for example?
 - Think about how it works in the longer time - good examples would be Redwell centre but this wasn't a build project. Barbara Pond could give an example of builds, Stoke Orchard would be one to look at;
 - Don't underestimate the impact of refurbishing and non-compliance with current building regulations, it could just be simpler to start again.
- Also held the first Project Board meeting on 06/08/2018 where the following actions were agreed:
 - Hold high level conceptual conversation to gain initial feedback from Cotswold District Planning on replacing current youth pod with single story, pitched roof, brick structure (400% of the current footprint) - RM
 - Review detailed cost breakdown on current extension plan - JP & RM
 - Continue conversations with CDC to ensure S106 money is transferred to TTC as soon as possible – SH
 - Obtain confirmation from Mark Parker on what's been approved to be spent from the Big Community Grant to date – SH
 - Organise Public Consultation with the Tetbury community, focusing on what do you need from the space (i.e. the requirements) rather than what building proposal do you like (i.e. the solution) – JP
 - Right of way with [REDACTED] is resolved, although [REDACTED] remains concerned with the detail of the wall and the size of his drive on the drawings. High level conversation required – SH
- I've also had a conversation with Buchanans (the original architects) and they are looking to forward all the original paperwork in respect of the new build, including some of the initial public consultation work they completed. They've also confirmed they'd be keen to support us on any future development and would be willing to assist us with an initial feasibility study.

PROPOSAL – PUBLIC CONSULTATION

Aim

The Public Consultation has the primary aim of gaining an understanding of the requirements of the local community in respect of the Dolphin's Hall and Recreation Ground.

Approach

The public consultation should be split into two approaches – a traditional face to face consultation and an online approach.

The face-to-face approach will be open to all members of the public and is proposed to take place in the Dolphins Hall on the following dates:

- Wednesday 15th August (6pm to 9pm)
- Sunday 19th August (10am to 1pm)
- Friday 24th August (6pm to 9pm)
- Saturday 25th August (9am to 12pm)

In addition to this, all User Groups will be offered an opportunity to provide feedback through attendance at one of the above meetings or if logistically possible in the timescales, by a member of the Project Board attending a User Group meeting.

The online survey will be launched on Monday 13th August and run until Sunday 26th August. All respondents will be required to confirm their name, address and contact details so we can verify the completion of the survey.

Irrespective of the approach, a factsheet will be provided to individuals to provide a brief history of the developments and details of the funding available (including the constraints we operate within).

Communication

The Public Consultation will be announced on the Facebook page and details also added to the website. All Trustees would also be encouraged to promote the consultation, especially those representing user groups. It would also be useful to set up a designated email address for the project which could coordinate the responses (i.e. newbuildproject@dolphinshalltisbury.co.uk).

Budget

It is anticipated all of the above will be able to be completed free of charge, although some costs may be incurred in printing factsheets and having any example drawings available which may or may not be required. With this in mind, I would propose a nominal budget of £100 be allocated in case it is required.