



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



DOLPHINS HALL MAIN TRUSTEES MEETING
TUESDAY 4th June 2019
THE DOLPHINS HALL

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

1. CHAIRPERSON'S OPENING COMMENTS

The Chair, Steve Scott (SS) convened the meeting at 7.02PM. Quorum required is 5, 7 trustees present so meeting is quorate.

SS welcomed the trustees and shared that the meeting would be solely about preparing for the AGM. All other business would be left for the new committee at the first meeting after the AGM

2. APPROVAL OF MINUTES FROM PREVIOUS MEETING

The minutes from the meeting held on Tuesday 23rd April 2019 were approved as a true and accurate reflection of the meeting. This was proposed by David Hobson (DH) and seconded by Jamie Ponting (JP). All other trustees were in favour, apart from Paul Jones (PJ) and Patricia Burrell (PB) who abstained due to not being present at the meeting.

3. AGM Agenda

The agenda for the AGM was reviewed and agreed to ensure that all legal necessities were covered.

4. AGM CHAIR REPORT - SS

SS presented the report he intended to put forward at the AGM. A general discussion was had over it's contents and a few minor alterations were made before all agreed it was acceptable to be presented to the AGM.

5. AGM NEW BUILD REPORT – JP

JP had circulated the report he intended to present at the AGM. All present agreed to it being presented at the AGM.



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6. AGM ACCOUNTS - KF

KF had circulated the accounts as they would be presented at the AGM. An issue was raised that a note should be on the account declaring a possible unpaid amount for disputed solicitors invoices relating to advice received by the previous chair. JP proposed that the accounts should be presented to AGM and PM seconded. All trustees voted for the proposal.

7. AOB

KF made the trustees aware of a current issue around the trusts insurance due to what where deemed to be unreasonable play park inspection requirements. KF said he was continuing to investigate.

PB suggested that we should seek out people who maybe interested in helping out with the hall or the rec without having to become a trustee.

8. NEXT MEETING

The date for the next full trustee meeting will agreed after the AGM.

The meeting was closed at 8:30PM.



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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	054	Review QS Report and supply any relevant feedback to JP.	All	25/04/2019
23/04/2019	055	JP to arrange a Project Committee meeting.	JP	30/04/2019
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 Bowl's club to attend the next trustees meeting to present this and answer any questions.	SS	30/04/2019