



DOLPHINS HALL MANAGEMENT COMMITTEE

New Church Street, Tetbury, GL8 8DS

Charity Number: 274956



DOLPHINS HALL MONTHLY TRUSTEES MEETING

TUESDAY 28th APRIL 2020

GOOGLE HANGOUTS, VIRTUAL MEETING

Present	Apologies
Steve Scott (Chair – Resident)	Jo Tancock (Tetbury Youth Club)
Jamie Ponting (Resident)	Paul Jones (Resident)
Sue Brown (Resident)	
Patricia Burrell (WI)	Absent
David Hobson (Tetbury Dramatic Society)	Jon Easterbrook (Resident)
Kevin Farnham (Film Society)	Darby Law (Feofees)
Mark Schumm (Tetbury Cricket Club)	Richard Witchell (Tetbury Upton Town Council)
Alex Ball (Resident)	Rob Hatto (Bowls Club)

1. CHAIRPERSON'S OPENING COMMENTS

The Chair, Steve Scott (SS) convened the meeting at 7.15PM. Quorum required is 5, 8 trustees present so meeting is quorate.

2. APPROVAL OF MINUTES FROM PREVIOUS MEETINGS

Patricia Burrell (PB) proposed the approval of the minutes from the meeting on Tuesday 17th March 2020 and this was seconded by Jamie Ponting (JP). All others were in favour, apart from David Hobson (DB) and Kevin Farnham (KF) who abstained due to not being present at said meeting.

Mark Schumm (MS) proposed the approval of the minutes from the meeting on Tuesday 14th April 2020 and this was seconded by PB. All others were in favour.

3. MATTERS ARISING

The below table notes the updates on matters arising from the previous minutes:

DATE	NO.	ACTION	OWNER	UPDATE
24/09/2019	005	Prepare content on playground maintenance group and distribute in Advertiser and around local schools.	PJ/SS	Carried forward.
23/10/2019	020	Discuss agreement with the Youth Club for hiring the Dolphins Hall.	JP	SS to discuss with Youth Club as point of contact is unclear at present.
19/11/2019	027	SS to agree a proposed SLA with TTC to be voted on at the next meeting.	SS	On hold given current situation.
19/11/2019	031	AB to arrange inaugural fundraising committee meeting.	AB	Carried forward – but will try and focus on this over the next couple of weeks.
22/01/2020	036	KF to reclaim damages of c£800 in relation to the December event	KF	Carried forward – response with relevant party remains outstanding,



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		which caused damage.		although they have been invoiced.
22/01/2020	038	KF to review outstanding payments in relation to one-off and regular bookings, leases and licences.	KF	Carried forward – progress is being made and current situation allows an opportunity to get on top of this.
22/01/2020	043	DH & RH to meet to discuss potential lease options for the Bowls Club.	DH/RH	Closed – has been reviewed and little options exist. Bowls Club have been invited to attend future trustee meetings to discuss.
18/02/2020	050	SS & KF to meet to discuss how invoicing can be integrated into the booking process.	SS/KF	Ongoing – meetings are taking place but have slowed due to the current situation.
18/02/2020	052	SS to investigate the disappearance of the MUGA.	SS	Ongoing – has been established it was held at the Goods Shed but has since been moved. Could possibly be in the Ambulance Shelter.
17/03/2020	054	AB to draw up leases for rent of the Sports Facility	AB	Closed – on agenda for today.
17/03/2020	055	SS to compile report on what the VAT position would have been over the previous five years.	SS	Closed – on agenda for today.
17/03/2020	056	JP to provide feedback on Planning Designs to Archio.	JP	Completed.
17/03/2020	057	JP to share 17 further documents for review and comments in relation to the Planning Application on Slack for trustees to review and comment on.	JP	Completed.
17/03/2020	058	JP to contact Sport England to understand their requirements for any disposal of Plot 8.	JP	Completed.
17/03/2020	059	PJ to discuss required maintenance works which need to be completed across the Recreation Ground by the Rugby Club.	PJ	Carried forward.
17/03/2020	060	SS to put noticed on the website regarding our current stance on Covid19.	SS	Completed.
17/03/2020	061	SS to issue statement in respect of delay of AGM in light of Covid19.	SS	Carried forward – but intention is to issue this week.

4. EXTENSION OF HALL CLOSURE

SS highlighted the current closure is until the end of April.

It was proposed by DH that the statement online be updated to confirm the Hall will remain closed and only be reviewed once a change in government lockdown advice has been issued. As part of the proposal it was also put forward, that our standard seven day notice period for a meeting would be reduced to 48 hours in the event of government advice being updated to enable a quick public response in respect of the use of the facilities to be delivered.



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This was seconded by PB and all others present were in favour.

5. FOOTBALL CLUB & CRICKET CLUB LEASES

Alex Bell (AB) has reviewed the previously signed off leases and confirm that are consistent with the proposed terms of the new split lease agreement (e.g. they allow the Dolphins Hall to pass on all bills incurred directly to the sport clubs).

A discussion took place on the readiness for the implementation of the new agreements due to be on 1st May 2020 and the impact COVID19 has on the terms agreed in principle. MS highlighted how Sports Clubs in particular were currently without any income and we didn't want to be seen to be putting undue pressure on them.

SS agreed to take an action away to set up a vote on Slack following looking into the situation in respect of building insurance, utilities and council tax.

ACTION: SS

KF also needs to compile the list of outstanding invoices for leases & licences to be presented to the Sports Clubs at the same time as their new leases.

ACTION: KF

6. UPDATE ON VAT POSITION

SS has reviewed the figures over the past four years and determined there is a potential figure of £9,980 of VAT which could be reclaimable.

As part of his analysis, SS proposed we should go back three years and register for VAT. This is because this is the period of time which we have reworked the accounts for and going back any further could create further issues for the trust in uncovering additional historic accounting mistakes.

He also highlighted how registering for VAT will require accounts to be kept up to date every quarter and he would therefore recommend we employ a bookkeeper to keep this up-to-date.

KF raised some concerns around the proposed approach and calculations being incorrect. It was agreed JP would consult our VAT Adviser to confirm the position.

ACTION: JP

Post-this clarification, it was agreed SS would post a vote on Slack to confirm the date from which he believed we should register for VAT.

ACTION: SS



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7. PLOT 8 UPDATE

A discussion was held on whether any public declaration or statement should be made on the back of the Charity Commission's ruling that Plot 8 was not owned by Tetbury Town Council and therefore could not be used as burial.

A lengthy discussion was held, with views ranging from it being important to maintain the level of transparency people have come to respect from the current trustees, to there being nothing to gain from making the matter public.

It was agreed, as this was a matter which was raised as a question following the 2019 AGM, that when SS issues his AGM statement (Action 061) he will cover off a response to the question raised.

PB also agreed to clarify the position on when an AGM must be held by with the Charity Commission.

ACTION: PB

8. FUNDRAISING COMMITTEE

A discussion took place regarding the setting up of a Fundraising Committee for the new build which linked to the outstanding action for AB (Action 031).

SS highlighted the need for this activity to begin to mobilise this committee given the planning application has now been submitted. Various suggestions for events were put forward including auctions, quizzes and race nights. Crowdfunding was also noted as a potential option.

AB agreed to complete his outstanding action in the new couple of weeks by setting up the inaugural meeting. Sue Brown offered to join the committee and help and support wherever possible.

9. CORRESPONDENCE

There was no correspondence received which had not been discussed already in the meeting.

10. DATE OF NEXT MEETING

The next meeting date was agreed as Tuesday 12th May 2020 and will again be held virtually.

11. AOB

There were no items of any other business.

There being no other business, the meeting closed at 9.15PM.



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12. OUTSTANDING ACTIONS

DATE	NUMBER	ACTION	OWNER	TARGET DATE
24/09/2019	005	Prepare content on playground maintenance group and distribute in Advertiser and around local schools.	PJ/SS	01/10/2019
23/10/2019	020	Discuss agreement with the Youth Club for hiring the Dolphins Hall.	JP	19/11/2019
19/11/2019	027	SS to agree a proposed SLA with TTC to be voted on at the next meeting.	SS	22/01/2020
19/11/2019	031	AB to arrange inaugural fundraising committee meeting.	AB	22/01/2020
22/01/2020	036	KF to reclaim damages of c£800 in relation to the December event which caused damage.	KF	18/02/2020
22/01/2020	038	KF to review outstanding payments in relation to one-off and regular bookings, leases and licences.	KF	31/03/2020
18/02/2020	050	SS & KF to meet to discuss how invoicing can be integrated into the booking process.	SS/KF	17/03/2020
18/02/2020	052	SS to investigate the disappearance of the MUGA.	SS	17/03/2020
17/03/2020	059	PJ to discuss required maintenance works which need to be completed across the Recreation Ground by the Rugby Club.	PJ	21/04/2020
17/03/2020	061	SS to issue statement in respect of delay of AGM in light of Covid19, which will include an update on Plot 8.	SS	31/03/2020
28/04/2020	063	SS to review Sports Clubhouse handover process and post proposal for leases and licences on Slack	SS	30/04/2020
28/04/2020	064	KF to prepare invoices for Sports Clubs for 19/20 season.	KF	30/04/2020
28/04/2020	065	JP to confirm period for which VAT on services can be reclaimed.	JP	30/04/2020
28/04/2020	066	SS to post vote on Slack in respect of VAT registration date.	SS	14/05/2020
28/04/2020	067	PB to clarify position of when the AGM must be held by with the Charity Commission.	PB	14/05/2020