



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



DOLPHINS RECREATION CENTRE MONTHLY TRUSTEES MEETING
TUESDAY 15th DECEMBER 2020
GOOGLE HANGOUTS, VIRTUAL MEETING

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

SS requested change of agenda as the Chair and Treasurer from Tetbury Rugby Club (TRC) were in attendance and wished to put forward a number of requests in respect of their lease and licences. It was proposed by Jamie Ponting (JP) and seconded by Patricia Burrell (PB) that these guests be permitted to join the meeting for the relevant section of the agenda, with all present in favour.

SS also requested the proposed agenda to be re-ordered, to enable the presentation from TRC to be the first item of business. This was proposed by JP, seconded by PB and all present were in favour.

2. TETBURY RUGBY CLUB PRESENTATION

TRC noted a number of requests in respect of amendments to their proposed agreements:

1. REDACTED FOR COMMERCIALITY REASONS

The TRC Chair also noted how TRC had historically not contributed to the facility as required under the terms of their previous agreements and the financial implications which had been borne by the DRC as a result. He noted how the club were now though committed to contributing as required.

SS highlighted to the guests the need for the DRC to act in accordance with Charity Commission regulation and the purposes of the trust. He explained how while always important, this was particularly relevant currently given the complaints logged with the Charity Commission recently. This meant agreements to use the facility must be in place by the end of the year, otherwise usage would have to be temporarily suspended while this matter was resolved.

A general discussion then took place between trustees and TRC around their presentation. The Chair and Treasurer from TRC were thanked for their attendance and left the meeting.



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3. UPDATE ON LEASES & LICENCES

At this point David Hobson joined the meeting.

REDACTED FOR COMMERCIAL REASONS

4. APPROVAL OF MINUTES FROM PREVIOUS MEETINGS – 25th NOVEMBER 2020

PB proposed the approval of the minutes from the meeting on 25th November 2020 and this was seconded by David Hobson (DH). All present were in favour, apart from Paul Jones (PJ) who abstained.

5. APPROVAL OF MINUTES FROM PREVIOUS MEETINGS – 3rd DECEMBER 2020

PB proposed the approval of the minutes from the meeting on 3rd December 2020 and this was seconded by DH. All present were in favour, apart from PJ who abstained.

6. MATTERS ARISING

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

DATE	NUMBER	ACTION	OWNER	Update
26/05/2020	069	SS to conduct VAT analysis to determine exact date for registration and share these figures on Slack.	SS	Ongoing – SS preparing proposal for first meeting in 2021.
26/05/2020	070	SS to complete VAT registration process with HMRC.	SS	Ongoing – SS preparing proposal for first meeting in 2021.
21/07/2020	085	Appoint a Bookkeeper	SS	Deferred to 2021
25/08/2020	096	Make COVID-19 Signs for the Toilets	DH	Complete
25/08/2020	098	Research potential drugs policy	SS	Deferred to 2021
25/08/2020	099	Add drugs policy to agenda for September meeting	SS	Deferred to 2021
25/08/2020	100	Research and obtain quote for WIFI/CCTV	SS	Ongoing – SS & PJ to discuss.
28/09/2020	103	Consider items to be added to an annual admin calendar.	ALL	Deferred to 2021
27/10/2020	104	KF to calculate bills owed on Sports Pavilion and produce invoice and calculations for Cricket Club.	KF	Ongoing
27/10/2020	107	Determine process and amends to enable monthly invoicing of bills in relation to the Sports Pavilion.	KF	Ongoing
27/10/2020	108	Arrange an EICR on the Bowls Club Clubhouse within a budget of REDACTED .	JP	Ongoing – JP chasing a copy.
27/10/2020	109	Arrange increase in buildings insurance from £700,000 to £2,000,000 (with existing broker, subject to cost increase not being excessive).	KF	Ongoing – SS to complete response following a review of the buildings.
27/10/2020	110	Arrange for Bowls Club valuation to	JP	Completed.



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		take place by obtaining further quotes and gaining Bowl Club agreement on the party to be used to conduct the valuation.		
27/10/2020	111	Share lease agreement with TAYCT and arrange to be signed.	SS	Ongoing – will be done by the end of 2020.
27/10/2020	113	Prepare a draft pricing policy for charity and community users of the Rec and the Hall.	DH	Completed – to be reviewed in 2021.
27/10/2020	114	Prepare a business case proposal for taking on a lease on the Community Hub building.	SS	Removed – Tetbury Town Council have not responded as promised.
27/10/2020	117	Compile list and copies of all receipts for electrical work conducted over the past five years.	KF	Completed.
24/11/2020	118	JP to advise Bowls Club of outcome of discussion regarding the required donation and future process for requesting use of the car park.	JP	Completed.
24/11/2020	119	JP to respond to the Football Club's list of ownership and repurposing of items.	JP	Completed.
24/11/2020	120	Update all leases & licences and reissue to Sports Clubs.	JP	Completed.
24/11/2020	121	Advise Rugby Club of extension to provide Electrical Certificate by 04/12/2020.	JP	Completed.
24/11/2020	122	Prepare invoice for TAYCT for use of the Youth Room.	KF	Ongoing.
24/11/2020	123	Telephone Guild of Gloucestershire Craftsmen to discuss container licence.	JP	Completed.
24/11/2020	124	Review insurance policy to confirm cover we have regarding building developments.	KF	Ongoing
24/11/2020	125	Provide a monthly financial summary for the next trustee meeting.	KF	Defer to start in 2021.
03/12/2020	126	Arrange tree removal and hump removal.	JP	To be discussed tonight.
03/12/2020	127	Check with Andrew Moody regarding about whether work in 126 constitutes a start of our planning application.	JP	Completed.
03/12/2020	128	Contact Eagle Plant regarding hiring fencing.	PB	Completed.
03/12/2020	129	Prepare Construction Method Statement	MS & JP	Completed.
03/12/2020	130	Provide response to Charity Commission	SS	Completed.
03/12/2020	131	Liaise with Gloucestershire Guild over their future licence to prepare proposal	JP	Completed.



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		for next trustee meeting.		
03/12/2020	132	Inform Bowls Club of decision regarding spoil maintenance.	JP	Completed.
03/12/2020	133	Inform Rugby Club of outcome on discussion on access.	JP	Completed.

7. UPDATE ON PLOT 8 AND MOVE TO OFFICIAL CUSTODIAN

REDACTED FOR LEGAL REASONS

8. UPDATE ON REDEVELOPMENT PROJECT

JP provided an update to trustees on the tenders received and the status of the S106 funding received by, and continuing to be withheld, by Tetbury Town Council. If the money is not received and an order, especially for steel placed this year, we are likely to see costs increase in 2021 by at least £50,000.

REDACTED FOR COMMERCIAL REASONS

PB highlighted the Woodland Trust were currently inviting applications for free planting and it was agreed she would contact them for further details.

ACTION: PB

9. UPDATE ON ACCOUNTS

Accounts for 2019/20 have been sent to the accountant and will be with trustees to review in January, ready for filling at the end of January 2021 as is the required deadline.

KF is currently transitioning accounting to SS who will take on these responsibilities moving forward. There was a discussion and general acceptance by trustees that there is too much being done by too few and this is a recipe for disaster and potential burn out, especially given the conflicts and pressure being put on trustees by Tetbury Town Council's failure to follow correct process.

10. BOOKING POLICY

Given the time spent discussing other agenda items, it was agreed this item would be carried forward to Q1 2021.

11. TETBURY TOWN COUNCIL SLA

SS noted there had been no progress on this item with Tetbury Town Council and no communication received. At this time, there was therefore nothing else to discuss on the subject.

12. PREPARATION FOR AGM IN 2021

SS noted it was important prior to the next AGM all outstanding issues and actions were resolved and therefore all trustees were requested to review any outstanding actions sitting with them.



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13. CORRESPONDENCE

A letter had been received from the Wooden Floor Company offering to review flooring options within the Redevelopment Project.

14. DATE OF NEXT MEETING

It was agreed the next meeting would be Tuesday 26th January 2021.

15. AOB

PB noted the annual grant from Tetbury Town Council had not yet been received and requested that we apply for this. SS confirmed we had requested the process for doing so and had yet to have this confirmed.

PB also noted there were a number of large potholes on the access road to Coombe House which were the responsibility of Tetbury Town Council to address as the maintenance of the road was their responsibility. It was agreed PB would approach the Council to resolve the matter.

ACTION: PB

SS closed the meeting thanking all trustees for their efforts in 2020 and for dealing with a lot during the past twelve months. He noted he hoped 2021 would be the year when a number of long-standing issues are resolved and the trust can move forward positively with the Redevelopment Project to secure the long term future of the trust.

There being no other business, the meeting closed at 22:25PM.



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14. OUTSTANDING ACTIONS

DATE	NUMBER	ACTION	OWNER	TARGET DATE
26/05/2020	069	SS to conduct VAT analysis to determine exact date for registration and share these figures on Slack.	SS	31/12/2020
26/05/2020	070	SS to complete VAT registration process with HMRC.	SS	31/12/2020
21/07/2020	085	Appoint a Bookkeeper	SS	25/08/2020
25/08/2020	098	Research potential drugs policy	SS	28/09/2020
25/08/2020	099	Add drugs policy to agenda for September meeting	SS	28/09/2020
25/08/2020	100	Research and obtain quote for WIFI/CCTV	SS	28/09/2020
28/09/2020	103	Consider items to be added to an annual admin calendar.	ALL	20/10/2020
27/10/2020	104	KF to calculate bills owed on Sports Pavilion and produce invoice and calculations for Cricket Club.	KF	24/11/2020
27/10/2020	107	Determine process and amends to enable monthly invoicing of bills in relation to the Sports Pavilion.	KF	24/11/2020
27/10/2020	108	Arrange an EICR on the Bowls Club Clubhouse within a budget of REDACTED .	JP	24/11/2020
27/10/2020	109	Arrange increase in buildings insurance from £700,000 to £2,000,000 (with existing broker, subject to cost increase not being excessive).	KF	24/11/2020
27/10/2020	111	Share lease agreement with TAYCT and arrange to be signed.	SS	24/11/2020
24/11/2020	122	Prepare invoice for TAYCT for use of the Youth Room.	KF	30/11/2020
24/11/2020	124	Review insurance policy to confirm cover we have regarding building developments.	KF	15/12/2020
24/11/2020	125	Provide a monthly financial summary for the next trustee meeting.	KF	15/12/2020
15/12/2020	134	Provide a response to TRC on their requests for amendments to their lease and licences.	JP	17/12/2020
15/12/2020	135	Update lease agreement and issue to Guild of Gloucestershire Craftsman.	JP	31/12/2020
15/12/2020	136	REDACTED	JP	17/12/2020
15/12/2020	137	PB to contact Woodland Trust over planting opportunities.	PB	31/12/2020
15/12/2020	138	Request TTC resolve the pot holes on the Coombe House access road.	PB	31/12/2020