



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



DOLPHINS HALL MONTHLY TRUSTEES MEETING
TUESDAY 22nd OCTOBER 2019
THE DOLPHINS HALL, TETBURY

| Present | Apologies |
|---|---|
| Steve Scott (Chair – Resident) | Jo Tancock (Tetbury Youth Club) |
| Jamie Ponting (Resident) | Mark Schumm (Tetbury Cricket Club) |
| Kevin Farnham (Film Society) | |
| Patricia Burrell (WI) | |
| Robert McCorkell (Tetbury Town Council) | |
| Sue Brown (Resident) | Absent |
| Martin Lea (Tetbury Rugby Club) | Richard Witchell (Tetbury Upton Town Council) |
| David Hobson (Tetbury Dramatic Society) | |
| Jon Easterbrook (Resident) | |
| Paul Jones (Resident) | |
| Alex Ball (Resident) | |

1. CHAIRPERSON'S OPENING COMMENTS

The Chair, Steve Scott (SS) convened the meeting at 7.30PM. Quorum required is 5, 10 trustees present so meeting is quorate.

Martin Lea (ML) gave his resignation following a request from the Tetbury Rugby Club Chairman due to 'concerns' they have. ML confirmed that these concerns would be proposed in

2. APPROVAL OF MINUTES FROM PREVIOUS MEETING

Patricia Burrell (PB) proposed the approval of the minutes from the meeting on 24th September 2019 and this was seconded by David Hobson (DH). All others were in favour of this, apart from Sue Brown (SB) and Paul Jones (PJ) who abstained.

3. MATTERS ARISING

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

| DATE | NO. | ACTION | OWNER | UPDATE |
|-------------|------------|---|--------------|--|
| 24/09/2019 | 001 | Investigate S106 agreements further through contacting CDC (Andrew Moody) and developers. | JP | On the agenda to be discussed under New Build Project. |
| 24/09/2019 | 002 | Provide a breakdown of funds spent from the development account to JP. | KF | Carried forward. |
| 24/09/2019 | 003 | Coordinate the preparation of a new Profit & Loss and Balance Sheet for the financial year 2017/18. | KF | On the agenda. |
| 24/09/2019 | 004 | Share output from leases and licencing review. | SS | On the agenda. |
| 24/09/2019 | 005 | Prepare content on playground | PJ/SS | Carried forward. |



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|------------|-----|---|-------|---|
| | | maintenance group and distribute in Advertiser and around local schools. | | |
| 24/09/2019 | 007 | Liaise with resident to ensure requirements of agreement are in place prior to scaffolding being erected. | PB | Complete – although payment still has not been received which PB needs to chase as a matter of urgency. |
| 24/09/2019 | 008 | Add 'Own Alcohol Policy' to next meeting agenda. | SS | Complete – added to tonight's agenda. |
| 24/09/2019 | 009 | Send a letter to TTC asking to be considered as a strategic grants partner. | PJ/SS | Carried forward. |
| 24/09/2019 | 010 | Pass on Colin Houghton's contact details to PJ. | RM | Complete – email sent to PJ by RM on 24/09/2019. |

4. APPROVAL OF ACCOUNTS OR 2017/18

Kevin Farnham (KF) gave an outline as to the work he had completed since the last meeting which had led to a creation of a new set of accounts.

Alex Ball (AB) joined the meeting at 7.51PM.

As part of producing the figures, KF has had to make two decisions:

- Historically both restricted funds and unrestricted funds held within the Development Account and then various historical spending has taken place not accepting the relevant nature of the funds. For simplicity, rather than trialling through the history, it was proposed the funds remaining should all be considered restricted.
- The depreciation rate to be used is 30% reducing balance.

KF proposed these approaches be agreed as guiding principles moving forward and was seconded by PB. All others present were in favour.

Based on the accounts prepared by KF, PB proposed that these be passed to MacGill for preparation and seconded by DH. All others present were in favour, apart from Jamie Ponting (JP) and AB who abstained.

SS and the rest of the trustees placed on records their thanks for all the work completed by KF over the past twelve months to correct the accounts which had previously been incorrectly, and against acceptable process, been signed off by former trustee Colin Pearce.

PB proposed and DH seconded that if KF is happy with the accounts produced by MacGills on the back of his figures which have been signed off this evening, that SS and KF can sign off the accounts and submit these without delay to the Charity Commission. All others present were in favour.

5. NEW BUILD UPDATE

JP provided an update on the project following a meeting with Archio, the Conservation Officer for the Cotswold District and the Planning Officer earlier in the afternoon as part of the pre-planning application.

The general approach seemed to be supportive, although naturally there are some conservation considerations given the proximity to New Church and the contemporary plans for the new design. Both the Conservation Officer and the Planning Officer indicated the key consideration for the design would be the heritage assets.



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The Conversation Officer has also kindly offered to maintain a dialogue with Archio after the pre-planning report is issued, to help offer guidance and opinions in advance of full planning.

JP confirmed it was the intention to hold a public event presenting the revised plans over a weekend in December once the pre-planning process has been concluded. The pre-planning report is likely to be received in the next two to three weeks and after that we will be needing to enter Phase 3 of the contract with Archio, which will require a confirmatory vote at the next trustee meeting.

ACTION: SS

Rob McCorkell (RM) also advised we should contact Tetbury Town Council to get them to confirm the formal process for requesting S106 funding now they have declared their policy on this.

ACTION: JP

6. LEASES AND LICENCES UPDATE

SS highlighted have all existing leases and licences are out of date and both the terms and the valuations need to be reviewed. The aim of this discussion is to establish a process with which to take this forward. There are three licences which require reviewing, one for each of the Cricket Club, Football Club and Rugby Club.

AB presented the research on the existing licences which he had obtained from the archives, alongside work which had been completed on understanding the costs of the Recreation Ground and also on the cost of hiring similar facilities.

A discussion then took place on what trustees felt was appropriate to charge the Sports Clubs using the facilities. Various factors were discussed, including the public footfall, the maintenance being completed by the clubs on the facilities they use, the historic lack of increases and the potential for a strategic grants partnership with Tetbury Town Council.

JP stated the issue needed to be reviewed carefully, and also in the context of the entire Dolphin's Hall proposition, as previous regimes had singled out the Sports Clubs as a way of subsidising the entire Recreation Ground, when in fact there were other users. He also noted if a review of our pricing structure to Sports Clubs was being completed, a review of our pricing structure within the Hall should also be completed, so as not to single out the Sports Clubs and ensure a review was done across all community user groups.

PJ highlighted there were also groups, such as the Summer Show, who use the facility and do not pay for it, yet leave rubbish and damage the facility, which should also be reviewed at the same time.

SS stated there was a perception the Sports Club have the control over what they pay, acknowledging this is down to the historical lack of oversight from former trustees and proper written agreements, but is something which must be addressed moving forward.

It was agreed that to move the discussion forward, PJ would put together a set of costs for The Recreation Ground (both ongoing and initial work worked) to ensure the facility was maintained at an appropriate standard.

ACTION: PJ



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Once this has been done, PJ and AB to put together a high level plan of how to proceed which can be debated by the trustees at the next meeting.

ACTION: PJ & AB

It was also requested by JP, given all Sports Clubs are not represented on the management committee, that SS reach out to notify them of the ongoing review and give them the opportunity to feed into the review and discuss the new approach.

ACTION: SS

The discussion then moved on to leases of which there are three. The Bowls Club has nine years left on their lease for the Bowls Club building and a revaluation to re-set the monthly fee is due in 2020. The Football Club has a lease on the sports building and the lease for the shower block used by the Rugby Club.

Again, a robust discussion took place on the leases of the relative buildings and what the trust's approach should be in respect of these. Given the Bowl's club lease is up for a revaluation next year, it was agreed any review of this lease should take part of that process, meaning the priority was given to reviewing the other two leases. The initial focus will be on the Football Club lease as they have expressed an interest in renewing the lease as soon as possible.

With this in mind, it was agreed that AB would take an action to put together (with legal support if necessary) a lease for this building which could be given to the Football Club to cover the period until the end of the current football season on the current terms. The time period of this lease would then be used to review and update the agreement in preparation for the following season.

ACTION: AB

Given the issues covered and the discussions which had taken place so far, SS proposed the remainder of the agenda only cover urgent items which needed resolving prior to the next trustee meeting.

7. GROUNDS REPORT

There was an issue with the Dog Fouling Bin near the Skatepark now no longer being emptied by Tetbury Town Council having previously been taking responsibility for this. The Town Clerk had also advised individuals to complain about this to PB if they had an issue. It was noted that the SLAR with Tetbury Town Council had a review outstanding and this activity should be completed ASAP.

ACTION: SS

It was also suggested that Tetbury Town Council would be agreeable to emptying said bin if it was located next to an entrance. With this in mind, there was a general agreement that the bin should be relocated closer to an entrance.

There was a requirement to look to obtain a Brush Cutter for the trust to allow for the upkeep around the edges of our facilities. PJ agreed to obtain some costs for this for the next meeting, but in the interim, requested that he be allowed to hire one to use ASAP.

ACTION: PJ



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PB proposed this and it was seconded by Jon Easterbrook (JE). All others were in favour.

8. HOUSE REPORT

Valley Trading have put a proposal together to look to take over the contract for the bins from Suez. The high level commercial terms are more favourable, and with being a local company, it was felt they could quite possibly offer a more flexible service. It was also noted Suez are stating they are making pick ups, but then the bins remain full.

KF proposed that, subject to a review of the finer details of the proposal by PJ and PB (as Head of Grounds and Head of House), they be authorised to implement a change in bin supplier from Suez to Valley Trading. This was seconded by DH and all were in favour, apart from Sue Brown (SB) who was against.

ACTION: PJ & SB

9. ALCOHOL POLICY

This item will be carried forward to a future meeting.

10. CHAIRS REPORT

There were no urgent items for the Chair to discuss aside from those already covered under other items on the agenda.

11. CORRESPONDENCE

No correspondence was noted which hadn't previously been covered in another section of the meeting.

12. DATE OF NEXT MEETING

This was agreed as Tuesday 19th November 2019 at 7.00PM.

13. AOB

Two items of other business were noted:

- The Drama Society highlighted there is a potential their Thursday performance could clash with a general election depending on what happens in Parliament and wanted to understand the implications of this as the hall is usually used as a Polling Station. It was agreed if this did happen, a House Committee Meeting would be convened as soon as practically possible to agree an approach;
- It was reminded that the Youth Club still do not have an agreement in place and the action appears to have been lost.

ACTION: JP

There being no other business, the meeting closed at 10:25PM.



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14. OUTSTANDING ACTIONS

| DATE | NUMBER | ACTION | OWNER | TARGET DATE |
|------------|--------|--|-------|-------------|
| 24/09/2019 | 002 | Provide a breakdown of funds spent from the development account to JP. | KF | 30/09/2019 |
| 24/09/2019 | 005 | Prepare content on playground maintenance group and distribute in Advertiser and around local schools. | PJ/SS | 01/10/2019 |
| 24/09/2019 | 007 | Liaise with resident to ensure requirements of agreement are in place prior to scaffolding being erected. | PB | ASAP |
| 24/09/2019 | 009 | Send a letter to TTC asking to be considered as a strategic grants partner. | PJ/SS | 01/10/2019 |
| 23/10/2019 | 011 | Add Phase 3 of Archio Contract vote to November's agenda. | SS | 19/11/2019 |
| 23/10/2019 | 012 | Set up meeting with Tetbury Town Council to understand the process for forwarding S106 monies. | JP | 19/11/2019 |
| 23/10/2019 | 013 | Put together a set of costs for The Recreation Ground (both ongoing and initial work worked). | PJ | 19/11/2019 |
| 23/10/2019 | 014 | Put together a high level plan of how to proceed which can be debated by the trustees at the next meeting. | AB/PJ | 19/11/2019 |
| 23/10/2019 | 015 | Contact Sports Clubs to notify them of the ongoing review of leases and licences. | SS | ASAP |
| 23/10/2019 | 016 | Prepare a lease for the Football Club to run until the end of the current season. | AB | 19/11/2019 |
| 23/10/2019 | 017 | Review SLAR with Tetbury Town Council. | SS | 19/11/2019 |
| 23/10/2019 | 018 | Obtain quotes for a Brush Cutter. | PJ | 19/11/2019 |
| 23/10/2019 | 019 | Review, and if appropriate, replace Suez with Valley Trading as the facility's bin contractor. | PJ/SS | 19/11/2019 |
| 23/10/2019 | 020 | Discuss agreement with the Youth Club for hiring the Dolphins Hall. | JP | 19/11/2019 |