



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



DOLPHINS HALL MAIN TRUSTEES MEETING
TUESDAY 19TH FEBRUARY 2019
TETBURY TOWN COUNCIL OFFICES

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

1. CHAIRPERSON'S OPENING COMMENTS

The Chair, Steve Scott (SS) convened the meeting at 7.02PM. Quorum required is 5, 6 trustees present so meeting is quorate.

2. ELECTRIC TRAVEL PROPOSAL – JOHN TURTON (JT)

As part of the Heritage & Regeneration element of the council, JT is looking at how to improve facilities across the town and feels that the Dolphins Hall Redevelopment Project could offer some linking opportunities.

It was agreed both groups should keep in contact and be aware of each others plans to see if there were any mutual opportunities to meet objectives in the future. JT was thanked and left the meeting.

3. APPROVAL OF MINUTES FROM PREVIOUS MEETING

The minutes from the meeting held on Tuesday 8th January 2019 were approved as a true and accurate reflection of the meeting. This was proposed by Patricia Burrell (PB) and seconded by John Easterbrook (JE). All other trustees were in favour.

4. CHAIR REPORT - SS

SS gave a general update since the last meeting, acknowledging he still had yet to identify a suitable candidate to act as secretary, although had advertised this on Facebook and within his Tetbury Advertiser article.

He also confirmed the resignation of Sandra Ball as a trustee from Tetbury Town Council, confirming Sandra had confirmed her resignation was as a result of looking to reduce her responsibilities following the passing of her husband. Tetbury Town Council will look to appoint another trustee shortly, although there was a suggestion this might not be until after local elections had concluded.

For the purposes of the records, it was also noted Richard Norris had been in contact requesting for his resignation to formerly be noted within the next set of minutes, which was acknowledged by those present. SS and the trustees present wished to put on record their thanks to both individuals for their service to the Dolphins Hall.



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SS will be holding an open evening at the Dolphins Hall to explain the responsibilities of being a trustee on Wednesday 13th March in the lead up to the ACM.

The subject of the ACM was discussed and it was acknowledge a date needed to be set. In order to hold the ACM a final copy of the accounts for the previous year are required and these first needed to be signed off by the trustees. It was noted the accounts are going to be late given the errors which had been identified in the accounts for the previous couple of years. These errors, along with the fact the previous accounts had not been signed off by the trustees at the time, have been disclosed to the Charity Commission, who are aware we are working hard to resolve the historical mistakes.

It was agreed to look at whether it would be possible to set the date for the ACM at the next trustee meeting in March.

5. NEW BUILD REPORT – JAMIE PONTING (JP)

JP shared a copy of the initial plans for the Community Hall and reminded everyone of the upcoming public consultation event on Sunday 24th February. Initial feedback on the plans was provided by those present and a general discussion held on the purpose of the building and the facility we wanted to provide.

He also presented the contract with Archio for the remaining work for approval, which was reviewed by those present. It was proposed by JP that SS be authorised to sign the contract, this was seconded by PB and agreed unanimously by all present.

6. HOUSE REPORT - PB

PB gave a general update on the current condition of the Dolphins Hall, including a series of recommendations of work which should be completed if the Hall is to remain open as it is for a couple of years. It was agreed a plan and budget should be allocated to this activity and to do this, PB should come up with her 'wish list' which could then be authorised.

In terms of immediate actions required:

- It was proposed by PB and seconded by David Hobson (DH) to appoint a regular cleaner and agreed by all present. PB, having obtained a number of quotes, was going to approach the former cleaner to return and if she was unwilling or unable, review the situation at the next meeting;
- It was proposed by PB and seconded by Peter Martin (PB) to conduct a deep clean of the hall and the cost of this was agreed by all present.

A general discussion was also held on recent requests around hiring the hall for free from the Air Cadets and Tetbury Youth Football Club. The merits of these requests were discussed, with SS given authority to negotiate deals with both parties to ensure hosting the events is not done at a cost to the Dolphins Hall.

Issues with the existing heating were discussed, particularly how the timer mechanism previously installed and the need to switch heaters off is causing damage to the system. A new timing system was presented by SS. It was proposed by JP to adopt this approach and seconded by PB, all others present were in favour. SS to obtain quotes for the work.

ACTION: SS



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There appears to be some ventilation/damp issues with the Youth Room which are currently being experienced. The Youth Group are happy to purchase heaters to resolve the situation and it was also noted a commercial agreement between the Youth Group and the Dolphins Hall needs to be put in place.

7. ADMIN & LEGAL REPORT - KF

It was noted Kevin Farnham (KF) was currently on holiday, but there were no pressing admin or legal matters which needed to be voted on or discussed (the issue with the historical accounts being discussed earlier).

SS also highlighted the Grant Application with TTC had still not been approved despite previous assurances being given. He will write to Steven Holley again and present a new form in the hope of this being approved shortly.

ACTION: SS

8. GROUNDS REPORT - PJ

Paul Jones (PJ) had given his apologies and given advice the only issue which needed to be discussed was around the playground maintenance and upkeep.

PB gave an update on the work she had been completing on this and she had secured funding from the Town Council towards some of the upkeep required.

A grant had been secured via Stephen Hirst at County Council towards the renovations required to the Children's Playground amounting to £2,500. To complete the work required, there was still a shortfall of £600. It was proposed by PB that the Dolphins Hall cover the shortfall using funds from our general account and this was seconded by JP. All others present were in favour.

JP offered to raise a group of volunteers to assist with the painting of the equipment required, subject to a risk assessment of the activity being completed and the relevant materials purchased. PB would prefer to have this done professionally.

SS also noted the improved state of the Recreation Ground following PJ being installed as chairman and wanted to put on record his thanks for his oversight of this element of the trust's activities.

9. AOB

None raised.

10. NEXT MEETING

The next full trustee meeting will be held at 7PM on Tuesday 19th March 2019 at Tetbury Town Council Offices.

The meeting was closed at 9.40PM.



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11. OUTSTANDING ACTIONS

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	038	Sort out locks/keys for rear room/storage cupboards.	KF	Ongoing
20/11/2018	039	Overview of leases/payments/review period.	Admin & Legal	19/03/2019
20/11/2018	040	Letter for car parking permits.	Admin & Legal	19/03/2019
08/01/2019	041	Questions from CP to be forwarded/answered	SS	19/03/2019
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
19/02/2019	049	SS to write to TTC around the outstanding application on the £8,000 grant.	SS	19/03/2019

Archio

Dolphins Hall, Phased Plan_Community Hall

RIBA Stage 01b

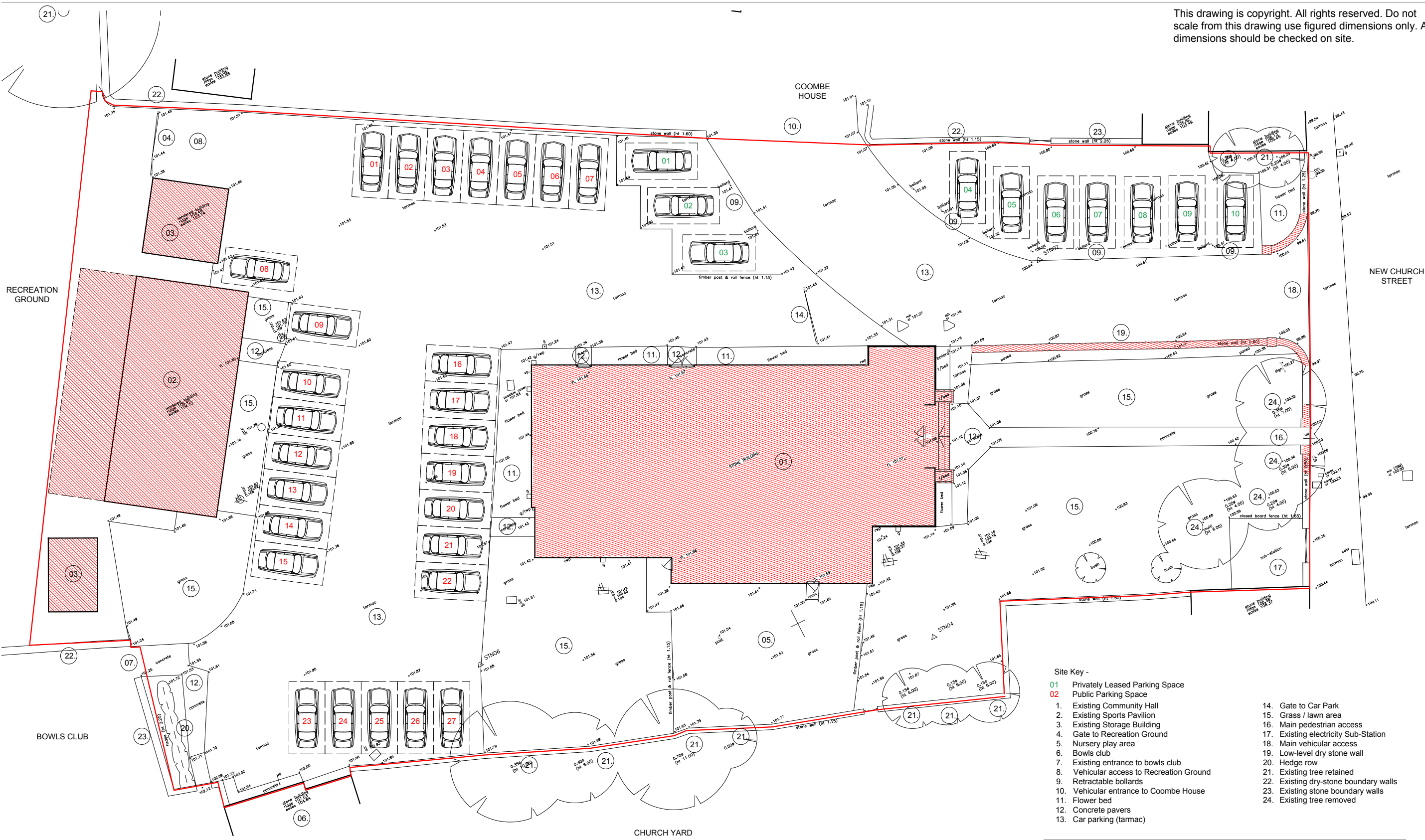
Site Address: Dolphins Hall, Tetbury

Client: Dolphins Recreation Centre

Issue date: 15.02.17

Archio
96 Teesdale Street, London, E2 6PU
T 0207 183 4048
E mhaward@archio.co.uk
www.archio.co.uk

1. Existing Site Plan



2. Proposed Phased Building Plan

Proposed Phased Plan:

Step 1: relocate temporary Youth Pod into existing Community Hall

Step 2: remove 'Youth Pod' and build a new "Youth and Sports Complex"

Step 3: demolish existing Football Pavilion

Step 4: build a new Community Hall besides the Recreation Ground

Step 5: demolish the existing Hall

Step 6: build the landscaping and car parking to the front of the site

The proposed staged development has a number of benefits, including:

- separating the Youth/Sports and Community uses allows for both buildings to be used simultaneously for evening social events (e.g. sports bar and weddings), without a clash of schedule.
- allows for all uses to be overlooking the Recreation Ground.
- frees up maximum space at the front of the site for car parking.
- the phased plan allows for all of the funding streams to be used, and for the building work to begin on the Youth/Sports complex whilst the remaining funds are raised for the Community Hall.
- allows for uninterrupted use of the existing buildings, until the new buildings are open.

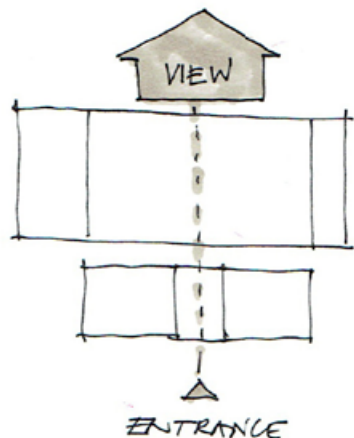
Concept Diagram:
not to scale



3. Community Hall

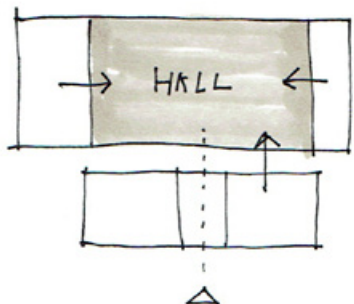
Design Strategy

1



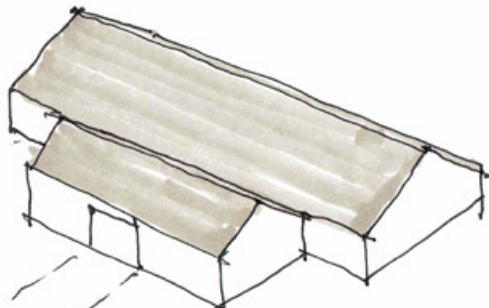
CENTRALLY POSITIONED
ENTRANCE LEADS INTO
VIEWS TO PLAYING
PITHCES

2

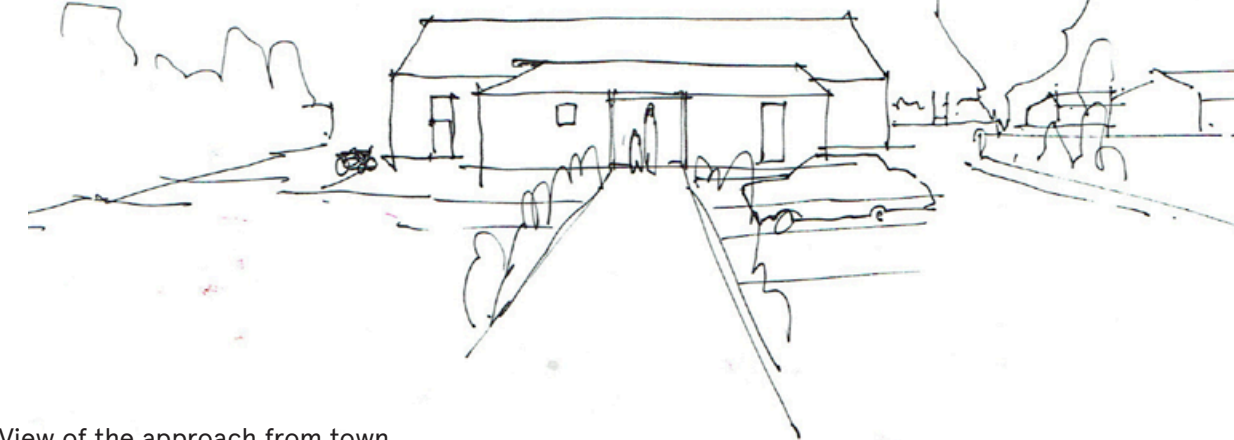


ANCILLARY SPACES FEED
INTO THE HALL LEAVING THE
LONG SIDE CLEAR FOR A
VIEW TO THE PITCHES

3

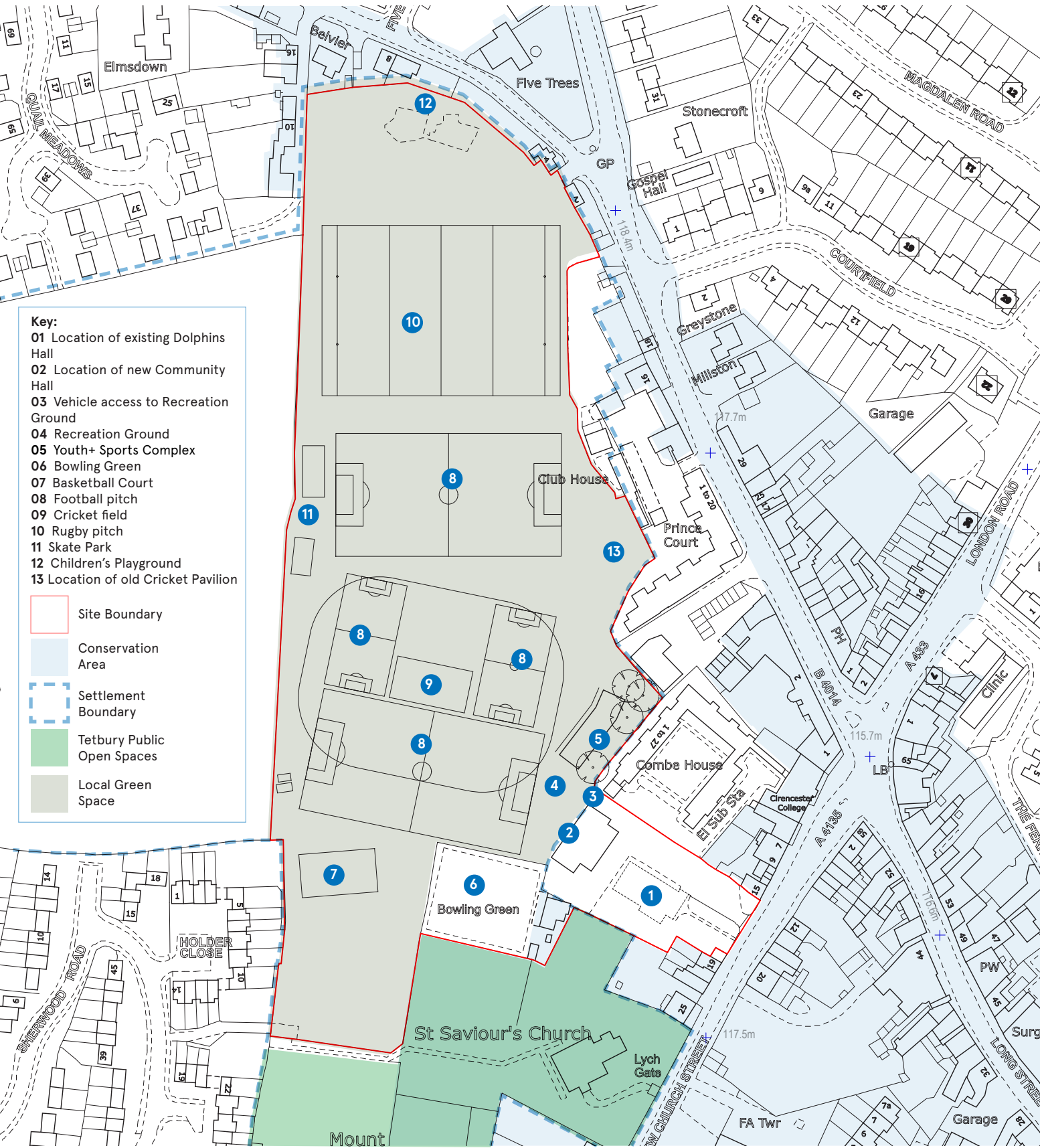


THE BUILDING IS MADE UP
OF TWO PITCHED ROOFED
STRUCTURES



View of the approach from town

Proposed Site Plan



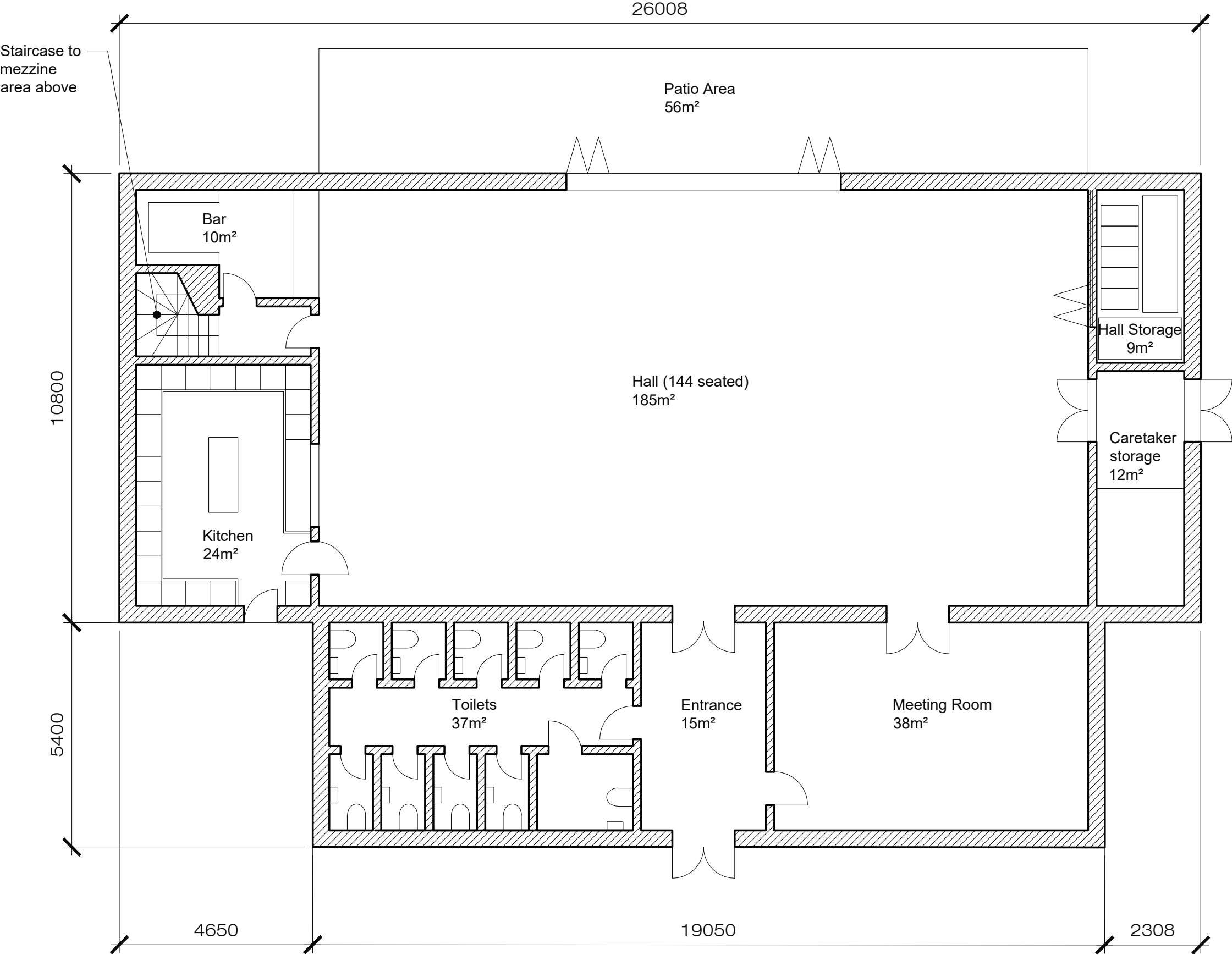
4. Community Hall_Site Plan



Photo of the site: Sports Pavilion and Youth Pod from the Recreation Ground



5. Community Hall_Plan_General



Rev	Date	By	Description	Approved
x	xx.xx.xx	xx	xx	xx

Do not scale from this drawing. All dimensions to be checked on site.
This drawing is copyright.

Notes

Client

Dolphins Recreation Centre

Project

Dolphins Hall,
New Church Street,
Tetbury GL8 8DS

Sheet
Proposed Hall Ground Floor Plan

Date of origin 15.02.19	Project Number 480DH	Scale (A3) 1:100
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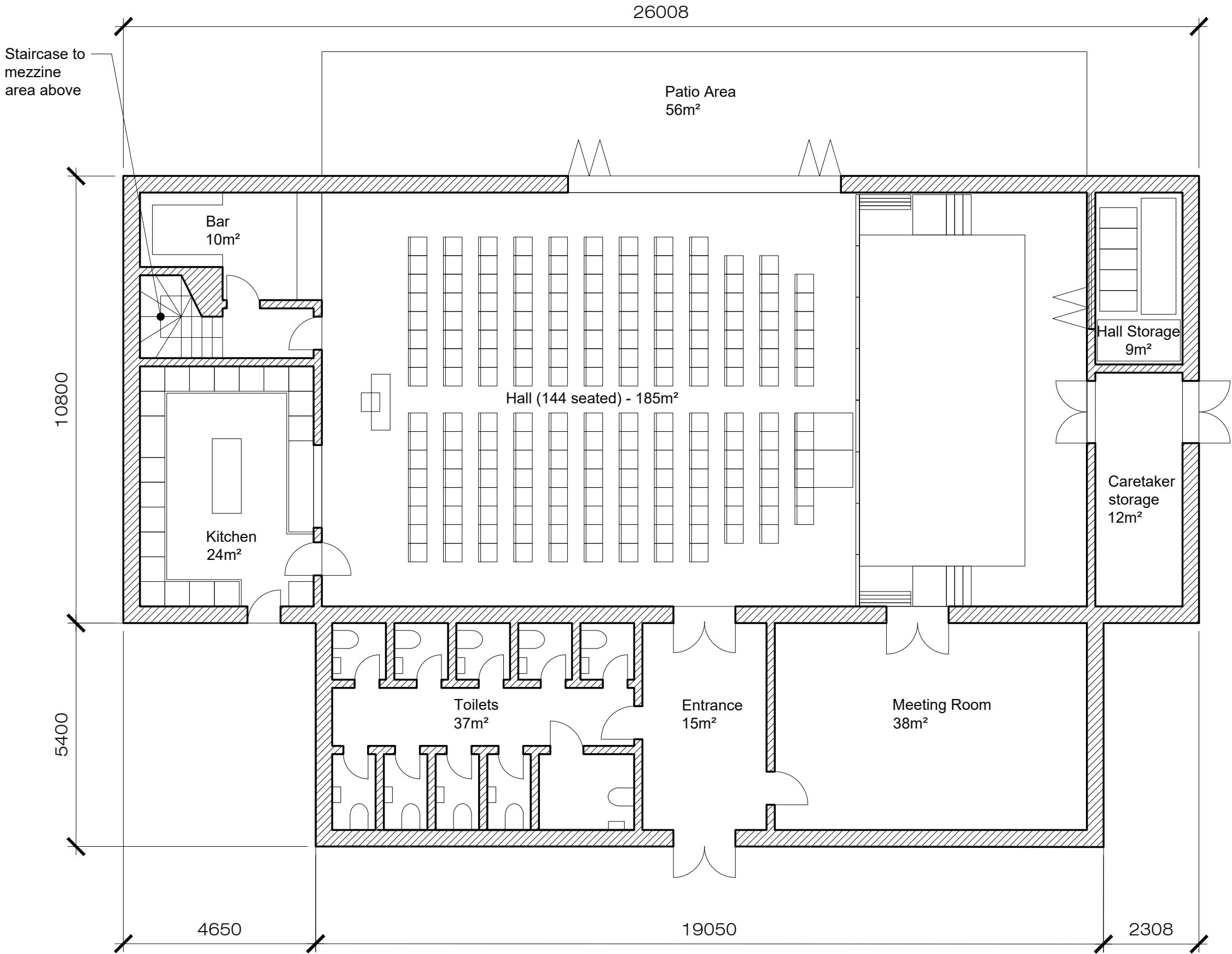
Drawn by MH	Drawing Number 011	Rev.
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Drawing status

Concept

A

6. Community Hall_Plan_Stage



Rev	Date	By	Description	Approved
x	xx.xx.xx	xx	xx	xx

Do not scale from this drawing. All dimensions to be checked on site.
This drawing is copyright.

Notes
Layout Option 2

Client

Dolphins Recreation Centre

Project

Dolphins Hall,
New Church Street,
Tetbury GL8 8DS

Sheet
Proposed Hall Ground Floor Plan

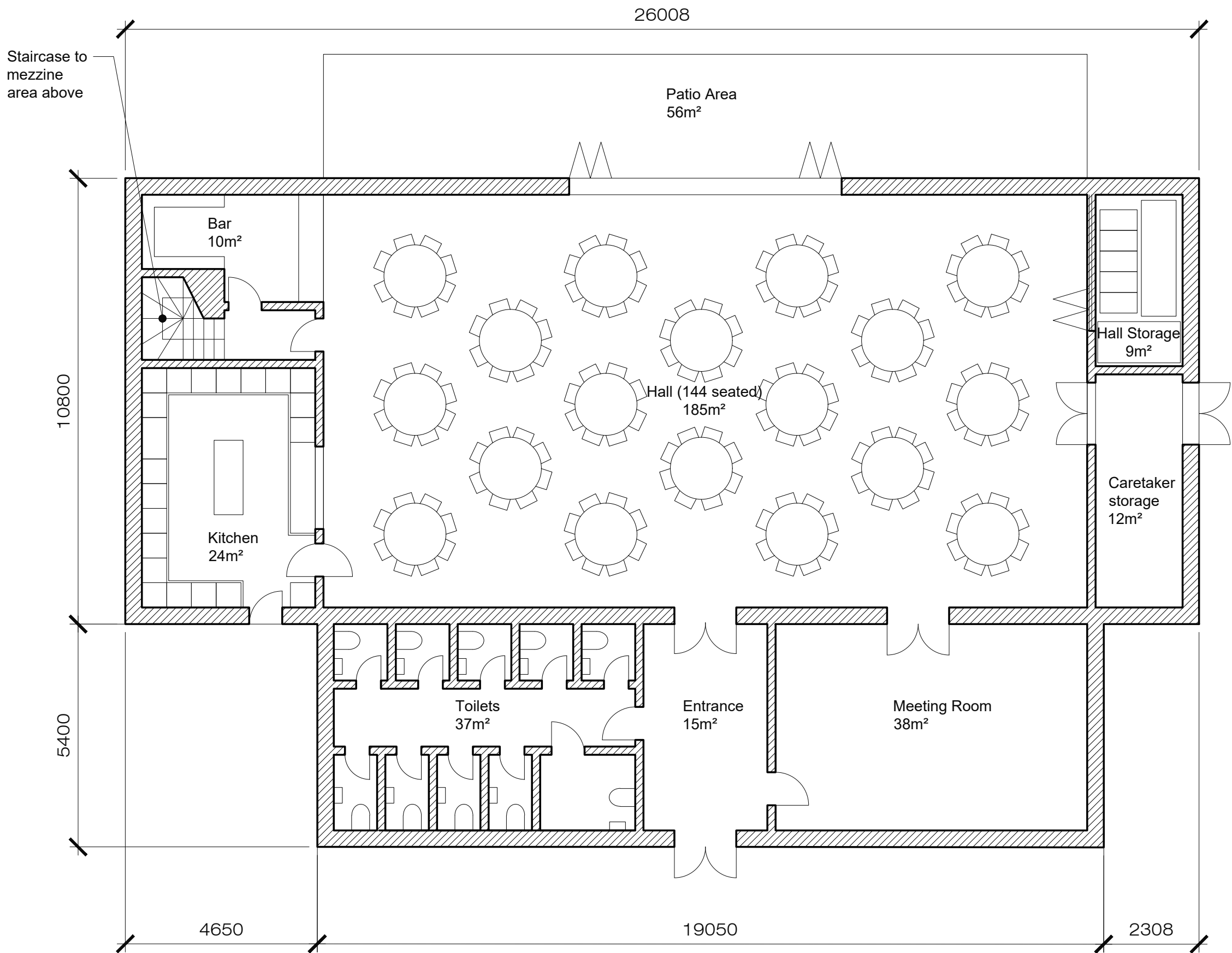
Date of origin 15.02.19	Project Number 480DH	Scale (A3) 1:100
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Drawn by MH	Drawing Number 011	Rev.
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Drawing status
Concept

A

7. Community Hall_Plan_Tables



Rev	Date	By	Description	Approved
x	xx.xx.xx	xx	xx	xx

Do not scale from this drawing. All dimensions to be checked on site.
This drawing is copyright.

Notes
Layout Option 1

Client

Dolphins Recreation Centre

Project

Dolphins Hall,
New Church Street,
Tetbury GL8 8DS

Sheet Proposed Hall Ground Floor Plan		
Date of origin 15.02.19	Project Number 480DH	Scale (A3) 1:100
Drawn by MH	Drawing Number 011	Rev. A
Drawing status Concept		

Planning Programme

[illegible]