



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



**MONTHLY TRUSTEE MEETING**  
**TUESDAY 18<sup>th</sup> SEPTEMBER 2018**  
**TETBURY TOWN COUNCIL OFFICES**

<b>Present</b>	<b>Apologies</b>
Steve Scott (Chair – Youth Club)	Paul Jones (Cricket Club)
David Hobson (Dolphins Dramatic Society)	Richard Witchell (Tetbury Upton Parish Council)
Jamie Ponting (Resident)	
Kevin Farnham (Film Society)	
Patricia Burrell (WI)	
Jon Easterbrook (Tetbury Town Council)	
Richard Norris (Football Club)	
Peter Martin (Club 77)	

**1. CHAIRPERSON'S OPENING COMMENTS**

The Chair, Steve Scott (SS) convened the meeting at 7.00PM.

**2. APPROVAL OF PREVIOUS MINUTES**

The minutes from the meeting held on Tuesday 21<sup>st</sup> August were approved as a true and accurate reflection of the meeting. This was proposed by Patricia Burrell (PB) and seconded by Kevin Farnham (KF). All other trustees were in favour, apart from David Hobson (DH) and Pete Martin (PM) who abstained due to not being present at the meeting in question.

**3. ACTIONS FROM PREVIOUS MINUTES**

The following updates were provided on the outstanding actions:

<b>NUMBER</b>	<b>ACTION</b>	<b>OWNER</b>	<b>TARGET DATE</b>	<b>UPDATE</b>
022	Contact Maggie Heaven to request clarification on legal advice sought from CRS.	SS	31/08/2018	MH has confirmed to SS that she has nothing in writing to confirm the legal advice which she sought.
023	Redact former workers names from previous versions of the minutes.	KF	31/08/2018	Completed.
024	Issue acknowledgement email to former trustees in respect of their decision to decline a meeting with the Investigation Team.	SS	22/08/2018	Completed.
025	Forward PB information on bookings which had been received.	SS	31/08/2018	Completed.
026	Request litter picking equipment from Malc Philby.	SS	22/08/2018	It was noted the equipment belongs to the Dolphins Hall. SS



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				will collect when he has the opportunity.
027	Review legal and data requirements in respect of CCTV.	KF	18/09/2018	Ongoing.
028	Purchase top soil within Ground Committee budget of £300.	RN	31/08/2018	Completed.
029	Inform Pete Kirtpatrick of address to send invoices to.	PJ	31/08/2018	Completed.
030	Request return of laptop from former booking manager	SS	31/08/2018	Completed.
031	Produce notices to be displayed around town in respect of the ongoing public consultation.	JP	22/08/2018	Completed.
032	Produce a factsheet of problems with the extension for the open sessions.	JP	25/08/2018	Completed.
033	Seek views and opinions of Drama group.	JP	31/08/2018	Completed via Public Consultation events.

PB requested it be noted under Action 022 that a review of previous minutes indicate the former Chair had not been authorised by the Management Committee to commit this level of spend towards legal advice and in her opinion should be sought to be reclaimed from the former Chair in the absence of any evidence of the advice to be circulated to the current trustees. It was noted by those present that it was unusual for legal advice to be provided verbally and without any written confirmation of the advice provided.

#### **4. CORRESPONDENCE**

No items of formal correspondence were received by the Chair since the last meeting.

#### **5. CHAIRPERSON'S REPORT**

SS thanked the trustees for their continued support and efforts. He noted he was looking forward to now settling into a rhythm with monthly meetings. He also sought to remind all heads of committees to ensure reports are circulated a week in advance of the next meeting.

#### **6. HOUSE REPORT**

PB gave a general update on existing bookings. It was also agreed bookings could continue to be taken until the end of October should anyone contact and in particular we should look to support any regular bookings who have yet to find an alternative home.

#### **7. GROUNDS REPORT**

The report provided by Paul Jones (PJ) is attached as Appendix 2.

Richard Norris (RN) confirmed he was in discussions with PJ over rolling with the playing surfaces, with there seemingly being conflicting opinions over whether rolling would be beneficial to grass growth and recovery of the facility at this stage. The Committee agreed a budget of £250 towards a specialist consultant if the Grounds Committee felt this was required.



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### **8. ADMIN & LEGAL REPORT**

The report provided by KF is attached as Appendix 1. A request from the Cricket Club for an invoice to enable them to pay their licence fee for 2018 was noted.

### **9. NEW BUILD PROJECT REPORT**

The report provided by JP is attached as Appendix 3.

The results from the Public Consultation were discussed and SS confirmed he'd been having positive discussions with our neighbours. RN also requested to join the Project Committee and his interest was gratefully received.

JP also committed to sharing the proposed Terms of Reference for the Project Board, compiled by Rob McCorkell for all trustees to review. These could then be discussed at the October meeting.

**ACTION: JP**

### **10. PUBLIC RELATIONS**

It was noted although a formal statement has not been issued as previously discussed, the allegations of bullying made by some former trustees have been found to be unsubstantiated.

### **11. AOB**

No other business was noted.

### **12. NEXT MEETING**

It was agreed the next meeting would be at 7PM on Tuesday 23<sup>rd</sup> October 2018, to be held at Tetbury Town Council Offices.



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**13. OUTSTANDING ACTIONS**

<b>DATE</b>	<b>NUMBER</b>	<b>ACTION</b>	<b>OWNER</b>	<b>TARGET DATE</b>
21/08/2018	027	Review legal and data requirements in respect of CCTV.	KF	18/09/2018
18/09/2018	034	Share proposed ToR for the Project Board.	JP	16/10/2018



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## **Appendix 1 - Dolphins RCT Admin group**

### **Brief progress summary for meeting 18<sup>th</sup> September 2018**

#### **Banking etc**

Lloyds Bank:

After lots of chasing, Lloyds bank have agreed that the second mandate form, handed in to their mobile branch in Tetbury on 23<sup>rd</sup> August, has most likely been lost in their internal mail system. After speaking to the mobile branch, it wasn't clear if we still didn't have the correct information re signatories. Another call to business banking has confirmed that we do have the right information, though we will nevertheless have to complete another mandate form to replace the lost one and post it to them. Until that goes through, all correspondence is still being sent to the previous treasurer's address.

Invoices to be paid:

Suez is paid by DD, Charles Russell Speechlys, Topsoil, any others?

Reimbursements of costs to Trustees who have been kind enough to pay for items themselves in the interim.

Will draft cheques for signature now SB is back.

#### **Documentation / Access to information**

Will add minutes to website once signed off.

#### **Treasury / Secretary Documentation**

Have now received the laptop from SG.

#### **Bookings / Contact emails**

Have received a couple of enquiries about bookings. We need to confirm our standard response to these, plus it would be useful to put the same on the website.

#### **Invoicing of Bookings**

August invoices not yet raised. PB has confirmed the usage of a number of users, so can raise their invoices.

Continuing to check others to try to avoid invoicing people when they haven't used the hall.

#### **Costs of events**

Cost of laundry (tablecloths) for the party event was significant. We need a firm policy on this, since we shouldn't be absorbing consequential costs of events. This will also apply where we provide a bar and end up having to staff it.

#### **Leases**

Arranged a meeting with Sheldon Owen of Richard Bate solicitors. Postponed on the day. Have contacted them again this week and waiting for them to get back to us. Current plan is to simply find out the current situation and state of the work to date, including the instructions given to RB previously, so we can decide how to proceed.

#### **Licence**

The invoice for the Premises Licence has now been paid (by KF, to be reclaimed). The original invoice was filed with others that had been paid, so it appeared as though it had been done and it was not possible to check at the time that it had not gone through. Confirmed no transaction on the phone to business banking, so paid by other means.



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**Appendix 2 - Ground Report**

1. Problems with the Recreation Ground. I am arranging for the ground to be aerated in the next week or two. It will have to be over a weekend due to the no cost nature of this work. I need to speak with Richard Norris to arrange around the youth and senior football.

Completing this work as soon as possible will help to alleviate the problems more quickly, allowing senior and youth football to get on with their season.

2. I have spoken with Rugby club vice-chair about having a meeting with the sports user-groups to try to come up with a plan for maintenance of all pitches. At the moment I don't see the facility being great for anyone.

It would be good if I could have any information regarding the grant we receive from TTC and cost of hiring KP. With this information I/we can try to come with a proposal that may improve the maintenance of the Recreation Ground as a whole.

Once I have finished the cricket square renovation I will arrange this meeting.

3. At this time the ground appears to be reasonably tidy in relation to litter. I cleared up a number of broken bottles in the hedges, but I am guessing they were broken during the recent cutting of them.
4. I have a concern with the Green Shelter over by the Skatepark, in that the wooden boards appear to be rotting. Do we have to complete the up-keep of this structure for Health and Safety reasons or not? I guess we have to answer to somebody at the CDC, if so do we know who it is?



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5.

**APPENDIX 3 - DOLPHIN HALL BUILD PROJECT REPORT – 21/09/2018**

**Allocated Funding**

Date	Reference	Source	Allocated For	Amount	End Date	Extension Obtained	Received	VAT Reclaimable
Unknown	13/02727	S106 - The Dormers	S106 document not available so unclear at this time	£ 13,000.00	Not specified	N/A	Yes	No
26/09/2013	12/01792	S106 - SIAC	Improvements to Tetbury Community Hall in Tetbury	£ 359,466.00	Not specified	N/A	No	Yes
03/07/2014	N/A	Big Community Offer - Capital Grant	To build a new community hall on the site of the existing Dolphins Hall, in order to provide appropriate facilities and space for the community of Tetbury	£ 225,000.00	03/07/2017	Yes	31/12/2018	No
30/07/2014	13/05306	S106 - Autonumis	Not specified	£ 39,000.00	Not specified	N/A	No	Yes
17/11/2014	13/02391	S106 - Miller Homes	Providing a complete new hall to be built adjacent to the site of the current building that will provide modern sports and leisure facilities and extra community space	£ 124,800.00	Not specified	N/A	No	Yes
23/07/2018	N/A	Tetbury Town Council	Publics Work Loan	£ 100,000.00	Not specified	N/A	No	No



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### **PROGRESS SINCE LAST MEETING**

- A Project Board meeting was held on 17/9/2018 where it was agreed the Dolphin's Hall sub-committee for the project would review current available options, with an attempt to narrow down a maximum of two options to be proposed to the full trustee board.
- A proposed Terms of Reference for the Project Board has been compiled by RM. These are attached for review and comments by the trustees and need to be approved by this group to be able to provide a mandate under which the Board can operate.
- The public consultation received a total of 99 questionnaires as well as 6 verbal responses. Other views and opinions have also been sought by trustees in general conversations with User Groups, Neighbours and Tetbury residents. A report on the high level findings are attached.
- The overwhelming undercurrent from the consultation is the public perception of the extension and refurb is of a significant spend for little improvement. The original new build still carries significant favour.
- Discussions have been held with the original architects to see if they could feasibly reduce the cost of the original plans, however to do so, they have confirmed priority calls and amendments to the requirements are required.
- We've also received contact from construction firms who would like to have the opportunity to tender for the development who have not previously been considered.
- The Project Committee have decided to appoint both Patricia Burrell and Paul Jones to the Project Board. Stephen Holley may in the future be requested to be appointed to represent Tetbury Town Council, however at this stage, this was not deemed necessary, but is more than likely to be when the development begins to progress.



## Dolphins Hall Public Consultation (as at 15/09/2018)

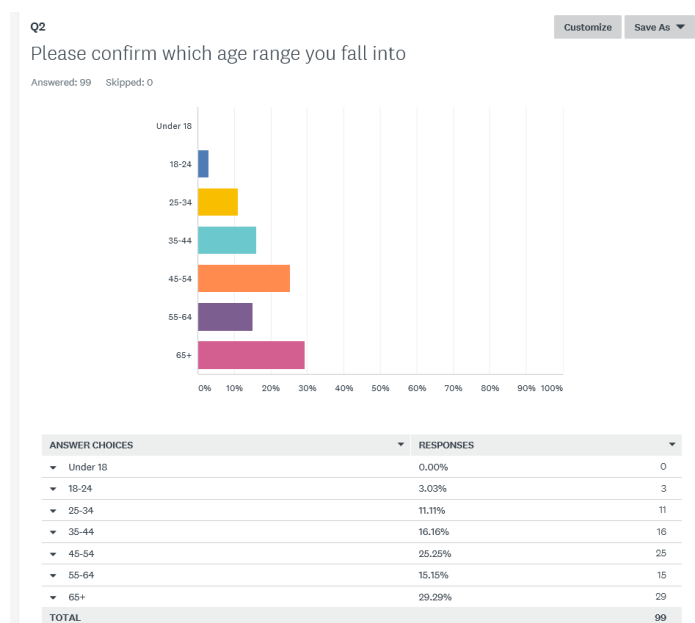
### 1. Respondents

A total of 105 responses were received split as follows:

- Online – 91 (with 81 finishing the questionnaire in full)
- In Person – 14 (with 8 completing the questionnaire and 6 providing verbal feedback).

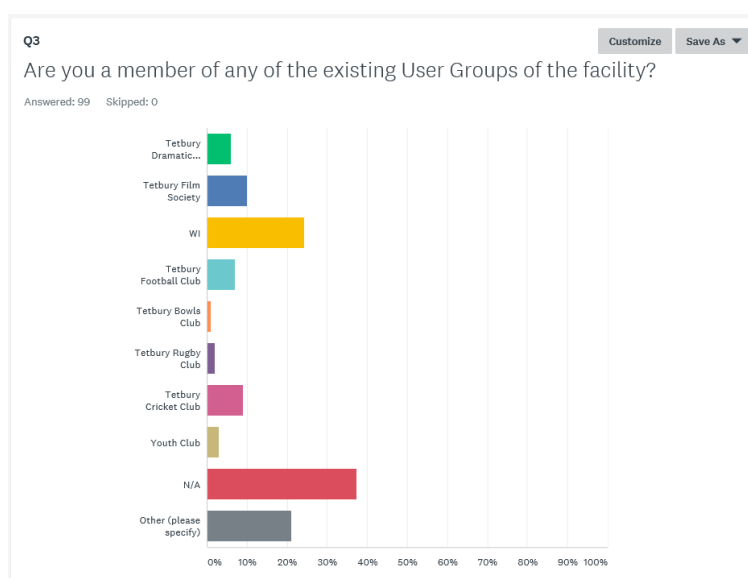
### 2. Age Analysis

As would be expected, the survey was predominantly completed by the older generation, with 29 of those responding being of retirement age (over 65). Only three people under the age of 25 completed the survey.



### 3. User Group Analysis

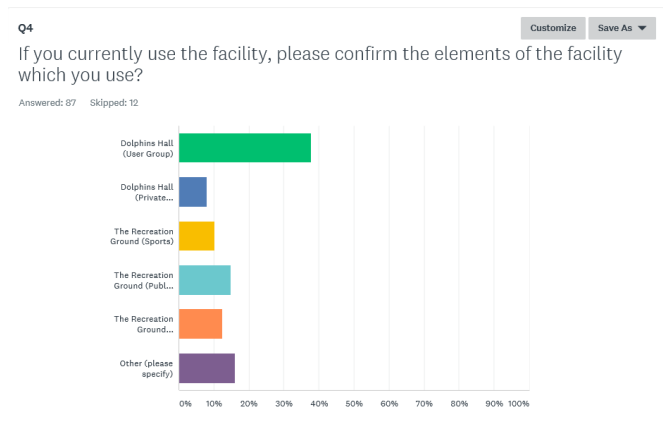
Of those who completed the survey 37 were not members of a current User Group, while 21 indicated they were part of a non-specified User Group (such as Tappy Toes, Keep Fit or Slimming World). The most active User Group in completing the survey was the WI, with 24 respondents.



#### 4. Usage of Existing Facilities Analysis

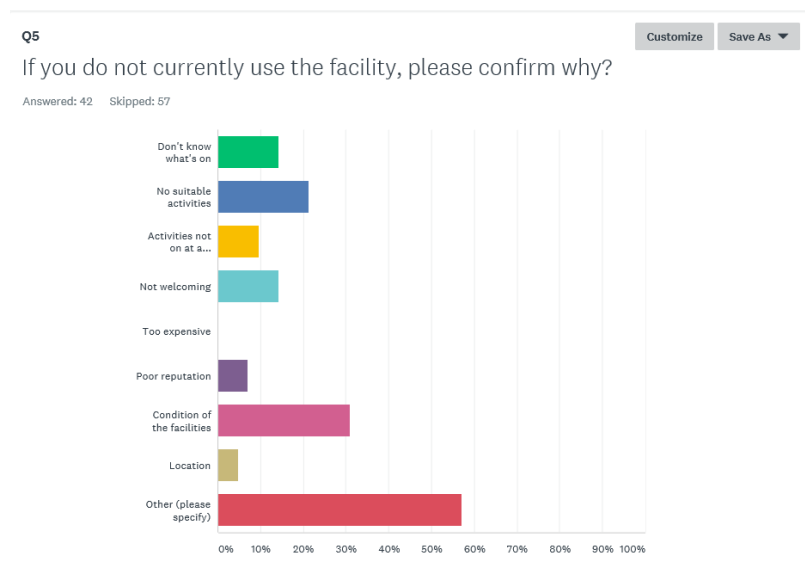
Majority, 87, of those who completed the survey classed themselves as current users of the facility, with the most frequent response being a member of an existing User Group.

It should be noted this question only allowed one response and a handful of comments under 'Other' referred to further groups of which the individual was a member.



In addition to this, 42 individuals indicated they did not use the facility. Clearly this response alongside the above indicates some individuals completing the survey answered to say they both used the facility and didn't. On analysis of some of the comments, it would seem in the majority of cases, when answering Q5, fell into one of two categories: individuals seemed to be referring specifically to the Dolphins Hall, rather than considering The Rec as part of the facility too or the response was 'N/A'.

The condition of the existing hall was given as the most frequent reason for not using the facility:



In the free form comments, parking and dated were the most frequently used words.

The final element of this section asked individuals what they liked most about the facility, with 82 responses being provided. In this free form section, the analysis shows the three most frequently given answers were the location (i.e. it is central to the town centre), open space and the fact it is a multi-use facility which gives the potential to maximise the usage.

## **5. Future Development Analysis**

This question was split into two, asking individuals what they thought 'must' be provided within the facility and what 'should' be provided. The expectation was people would only select an option once when answering both questions (i.e. if Bar was listed as a 'must' in answering Q7, then it wouldn't also be selected as a 'should' in answering Q8). Analysis of the responses though shows the adoption of this approach was limited, with a range of approaches being adopted and many respondents providing the same answer to both questions.

Under the 'must' response, completed by 90 individuals, three answers received over 80%, those being (in descending order):

- Parking
- Hire for Social Events
- Dedicated Youth facilities

A further seven options received between 50-80%, those being:

- Meeting Space
- Bar
- Self-Servicing Kitchen
- Public Toilets
- Dedicated Performing Arts / Show Space
- Free Wifi
- Dedicated Sporting Facilities

The least frequently responded option was a Café.

In addition, 59 comments were left. Interestingly, a number of comments were left about the poor provision of a Children's Playground within The Rec and how this element of the facility could be drastically improved.

Further themes identified in these responses were:

- The need to maximise and not reduce available parking;
- Support for the previously shelved 'new build' option rather than an extension;
- Adequate heating.

Many of the comments referred to the poor design of the extension planning permission, noting the poor internal layout.

## **6. Friends of Dolphins Hall**

There seems to be a degree of interest in people helping support the facility with 30 individuals registering their interest in joining a Friends of the Dolphins Hall & Recreation Ground group.

## **7. Onsite Feedback**

The above analysis does not include those individuals who provided feedback verbally during the Public Consultation, or indeed those who have approached Trustees over recent weeks. Of these, the underlying theme was of frustration with the time taken to get to this point, the flaws in the extension design and the need to reembrace the new build idea.

There seems to be strong public support, especially from our neighbours, of any plan which would consider the movement of the hall back towards The Recreation Ground.