



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



DOLPHINS HALL MONTHLY TRUSTEES MEETING
TUESDAY 19th NOVEMBER 2019
THE DOLPHINS HALL, TETBURY

Present	Apologies
Steve Scott (Chair – Resident)	Richard Witchell (Tetbury Upton Town Council)
Jamie Ponting (Resident)	Mark Schumm (Tetbury Cricket Club)
Kevin Farnham (Film Society)	Paul Jones (Resident)
Patricia Burrell (WI)	
Sue Brown (Resident)	
David Hobson (Tetbury Dramatic Society)	Absent
Jo Tancock (Tetbury Youth Club)	Robert McCorkell (Tetbury Town Council)
Darby Law (Feofees)	Jon Easterbrook (Resident)
Alex Ball (Resident) – <i>from 8.00PM</i>	

1. CHAIRPERSON'S OPENING COMMENTS

The Chair, Steve Scott (SS) convened the meeting at 7.05PM. Quorum required is 5, 8 trustees present so meeting is quorate.

2. APPROVAL OF MINUTES FROM PREVIOUS MEETING

Patricia Burrell (PB) proposed the approval of the minutes from the meeting on 23rd October 2019 and this was seconded by David Hobson (DH). All others were in favour of this, apart from Darby Law (DL) and Jo Tancock (JT) who abstained due to not being present at the meeting in question.

3. MATTERS ARISING

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

DATE	NO.	ACTION	OWNER	UPDATE
24/09/2019	002	Provide a breakdown of funds spent from the development account to JP.	KF	Completed.
24/09/2019	005	Prepare content on playground maintenance group and distribute in Advertiser and around local schools.	PJ/SS	Carried forward.
24/09/2019	007	Liaise with resident to ensure requirements of agreement are in place prior to scaffolding being erected.	PB	Money has been received as agreed, although the letter indemnifying the trust has yet to be received. PB continues to chase.
24/09/2019	009	Send a letter to TTC asking to be considered as a strategic grants partner.	PJ/SS	Completed – SS has sent the request to Nikki Ind (Tetbury Major) and this is being discussed at the next Tetbury Town Council meeting.
23/10/2019	011	Add Phase 3 of Archio Contract vote to November's agenda.	SS	Completed.



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23/10/2019	012	Set up meeting with Tetbury Town Council to understand the process for forwarding S106 monies.	JP	Completed.
23/10/2019	013	Put together a set of costs for The Recreation Ground (both ongoing and initial work worked).	PJ	Carried forward.
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	Carried forward.
23/10/2019	015	Contact Sports Clubs to notify them of the ongoing review of leases and licences.	SS	Completed.
23/10/2019	016	Prepare a lease for the Football Club to run until the end of the current season.	AB	Completed and on the agenda this evening.
23/10/2019	017	Review SLAR with Tetbury Town Council.	SS	Completed and on the agenda this evening.
23/10/2019	018	Obtain quotes for a Brush Cutter.	PJ	Carried forward.
23/10/2019	019	Review, and if appropriate, replace Suez with Valley Trading as the facility's bin contractor.	PJ/SS	Completed.
23/10/2019	020	Discuss agreement with the Youth Club for hiring the Dolphins Hall.	JP	Ongoing conversations are being held with the Youth Club and it is hopeful a proposal will be agreed to be voted on in the next meeting.

4. CHAIRS REPORT

SS noted bookings are busy, but in light of the heavy agenda, did not wish to give a lengthy report, so advised we move on quickly to the next item of the agenda.

5. NEW BUILD UPDATE

JP provided an update on the activity conducted in relation to the New Build over the last month:

- Pre-planning feedback has been received and is largely positive. The two key considerations of the application are around the view from the street scene and the view from New Church Street Church;
- For fund raising application purposes the Project Committee have developed a Business Plan for the running of the trust post-the completion of the new build and this has been well received;
- The lack of accounts, due to the errors made under previous regimes of the trust, continue to delay some conversations with potential funding bodies. We are though continuing to progress discussions with Sport England and National Lottery;
- A meeting had been held with representatives of Tetbury Town Council (TTC) to clarify the process for requesting the forwarding of S106. At this meeting TTC proposed they could act as the Responsible Financial Officers for the project and this would lead to VAT benefits. Legal advice is going to be sought on this by TTC and a written report as to what is potentially possible provided to us ASAP;
- A public consultation event had been booked for Sunday 15th December 2019 from 10AM-2PM;



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- The major decision for trustees at this meeting is in relation to whether the planning application for the site should include the provision for two small residential properties at the front of the site, or whether an alternative method of screenage (as required based on pre-planning feedback) is required.

A debate followed to discuss the advantages and disadvantages of including residential properties in the plan or not, with all trustees aware, should this course of action be proceeded with, a town vote would be required as it relates to the disposal of land.

To move the project forward, three proposals were voted on and agreed:

- It was proposed by DL and seconded by PB that we should enter Stage 3 (the submission of full planning) of the contract with Archio. All those present voted in favour, with no votes against or abstentions;
- It was proposed by DH and seconded by PB that a budget of £15,000 be allocated to the Project Committee to be used towards any surveys or assessments required to progress the full planning application. All those present voted in favour, with no votes against or abstentions
- It was proposed by Sue Brown (SB) and seconded by PB that the full planning application should include the application for two residential properties and the scope of this work be included in the Archio contract at a cost of £6,380 + VAT. All those present voted in favour, apart from DH who abstained;

JP agreed to convene a Project Committee meeting the first week in December.

ACTION: JP

6. FINANCE UPDATE

Kevin Farnham (KF) confirmed as agreed at the previous meeting, the accounts have been passed to MacGills. He has chased them frequently and it was confirmed this morning they are still considering how to handle the matter.

Once this confirmation has been provided, the ability to create the accounts for 2018/19 will be a relatively simple process.

Alex Ball (AB) arrived at 8:00.

7. CHILDREN'S PLAYGROUND

SS noted there had recently been an incident in the playground which we had been notified of. Subsequently, a review of the playground has been carried out.

KF has clarified under our insurance weekly playground inspections should be taking place and it was also agreed the matter should be referred to the insurers before any more action is taken in this respect.

ACTION: KF

The existing signage at the playground was reviewed and it was agreed additional signage should be purchased.

ACTION: SS



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It was also suggested the playground inspections could be conducted by TTC as part of the Service Level Agreement (SLA) which is due for review later in the meeting.

The ongoing cost of maintaining the playground was discussed with SS confirming the Lions have awarded £1500 towards playground maintenance and they have requested to put up a sign in the park as part of this acknowledging their contribution. All agreed this was a great gesture and were supportive of a sign being put in place.

Project Parks as a potential funding option was also noted, with PB agreeing to look into this in more detail once JP had forward her the information.

ACTION: PB

8. FOOTBALL CLUB LEASE

AB presented the lease which he had compiled which consisted of a standard template for a commercial lease from The Law Society, with additions represented of those required given our charitable status provided to him by DH.

It was agreed this approach was sensible and ensured the trust were using a framework which is acceptable and in line with standard industry practice.

While it had previously been recognised of the need to review the payments for leases and licences, given the Football Club are part way through their existing season, JP proposed there was no increase in the rent for the period to the end of the season, but with an acknowledgment the rate would need to be reviewed, in line with all other leases and licences, for the start of the next season.

AB proposed this lease be presented to the Football Club with an effective date of 1st January 2020 and run until the end of the current season (31st April 2020). A further lease would then be reviewed and agreed for the start of the following season. This was seconded by PB, with all in favour, apart from JP who abstained.

9. FUNDING THE REC

Due to the absence of Paul Jones (PJ) it was agreed to defer this item until the next meeting.

10. BOWLS CLUB EXTENSION & LEASE

SS noted he had still yet to receive in writing clarification from the Bowls Club as to their plans in respect of their planned extension. PB said we should contact the Bowls Club to request a copy of their plans and any proposal they are intending to put forward.

ACTION: SS

11. BOOKING SYSTEM UPDATE

Tetbury Town Council have stopped taking bookings, so SS has set up a system which allows bookings to be made online. SS then gave a brief overview of the system and the changes he intends to make between now and the end of the year.



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Moving forward, he proposed we purchase a pay-as-you-go mobile phone and allocate a trustee to looking after bookings being made and obtaining any further information required from the hirer prior to the event. DL kindly agreed to take this on.

ACTION: DL/SS

JP also noted we should consider properly timetabling of the hall in 2020 to maximise bookings and earnings potential, noting the Bridge Club had expressed an interest in booking the facility, but ad-hoc bookings in 2020 were making this difficult.

12. TETBURY TOWN COUNCIL SERVICE LEVEL AGREEMENT

SS noted the SLA with TTC had been allowed to expire by the former Chair of the Dolphins Hall and the former Town Clark. There was currently a push by the existing Town Clark, Stephen Holley, to renew the agreement once more.

The 2015 agreement was reviewed and the trustees were broadly in agreement with these terms continuing as they are with the exception of:

- The monthly playground checks for one hour be replaced with a shorter weekly process;
- Clarification over dog foul bin contents removal.

SS will negotiate with Stephen Holley with the aim of bringing back an agreement to be signed off at the next trustees meeting.

ACTION: SS

13. CHRISTMAS TREES

There was a discussion as to whether internal and external Christmas Trees should be erected this year by the Dolphins Hall.

It was proposed by JP that a budget of up to £100 be allocated towards the purchase and decoration of a tree. This was seconded by DH, with all those present in favour. DL agree to coordinate this activity.

ACTION: DL

14. CORRESPONDENCE

SS noted a letter had been received from the Bowls Club who were requesting a clause under their lease be waived. Currently the club can only conduct activity which relates to either bowls or bar sales, but nothing else, meaning they are prohibited from holding fundraising events within their clubhouse.

It was proposed by DL that permission be granted for the Bowls Club to run events within their clubhouse provided they are run by the Bowls Club themselves and that the Bowls Club are the beneficiaries of the event. This exception to standard clauses will run until 31st March 2020. This motion was seconded by PB and all those present were in favour.



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Correspondence had also been received from TetburyGreening requesting to use the hall for a political debate focusing on green matters for the four main political candidates in the lead up to the election. It was proposed by DL this was acceptable and seconded by JT. All those present were in favour, apart from KF who abstained.

TetburyGreening have also requested the ability to use the hall free of charge for a community lunch to promote using local produce. There was some concern over setting a precedent for free hire, but an offer of sponsorship has been made by PJ and JP to allow the event to continue.

It was proposed by PB that the event should take place in the Dolphins Hall and seconded by JT. All those present were in favour.

15. DATE OF NEXT MEETING

It was agreed there would be no December meeting and as such, the next trustee's meeting would be on Tuesday 21st January 2020 at 7.00PM.

16. AOB

A number of items were noted under any of other business:

- KF noted that although previously advised there was no termination clauses to the Suez contract, this is not the case and there is a penalty clause if we terminate early. It was the opinion of trustees the termination should be continued with and this should be positioned due to Suez failing to meet their requirements as part of the contract through failing to always collect the bins. The expectation was therefore that a penalty clause will not be imposed.

ACTION: KF

- DH requested the Alcohol Policy discussion which was deferred at the previous meeting and absent from tonight's agenda, be added to the agenda of the next meeting.

ACTION: SS

- AB has offered to set up a separate fundraising committee with the remit of looking at ways of raising money for the ongoing running of the hall and also the new build project. This was well received by all trustees.

ACTION: AB

- PB believes we should sent a letter for HRH regarding the progress with the new build project and will draft an initial version.

ACTION: PB

There being no other business, the meeting closed at 9:24PM.



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17. 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
24/09/2019	007	Liaise with resident to ensure requirements of agreement are in place prior to scaffolding being erected.	PB	ASAP
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	018	Obtain quotes for a Brush Cutter.	PJ	19/11/2019
23/10/2019	020	Discuss agreement with the Youth Club for hiring the Dolphins Hall.	JP	19/11/2019
19/11/2019	021	Set up a Project Committee meeting for the first week in December.	JP	31/11/2019
19/11/2019	022	KF to notify insurers of incident in playground.	KF	22/11/2019
19/11/2019	023	SS to purchase additional signage for the playground.	SS	31/11/2019
19/11/2019	024	PB to review potential application for funding under Project Parks.	PB	22/01/2020
19/11/2019	025	SS to contact the Bowls Club and request a copy of their planning proposal.	SS	22/01/2020
19/11/2019	026	SS & DL to agree a bookings procedure for 2020.	DL/SS	01/01/2020
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	028	DL to erect Christmas Trees.	DL	01/12/2019
19/11/2019	029	KF to terminate Suez contract.	KF	31/11/2019
19/11/2019	030	SS to add Alcohol Policy to the next agenda.	SS	22/01/2020
19/11/2019	031	AB to arrange inaugural fundraising committee meeting.	AB	22/01/2020
19/11/2019	032	PB to draft a letter to HRH and pass to SS and JP.	PB	22/01/2020