



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



DOLPHINS RECREATION CENTRE MONTHLY TRUSTEES MEETING
TUESDAY 29th SEPTEMBER 2020
GOOGLE HANGOUTS, VIRTUAL MEETING

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

1. CHAIRPERSON'S OPENING COMMENTS

The Chair, Steve Scott (SS) convened the meeting at 7.19PM. Quorum required is 5, 7 trustees present so meeting is quorate.

SS wanted to put on records his thanks to Jo Tancock who has resigned as a trustee. While Jo declared she was fully supportive of the work being undertaken by the Trust and in particular the Redevelopment Project, given her job means she is in regular contact with Tetbury Town Council (TTC) she felt she needed to step down to make her dealings with them easier given the difficult relationship currently being experienced between the Council and the Trust.

2. APPROVAL OF MINUTES FROM PREVIOUS MEETINGS – 25th AUGUST 2020

David Hobson (DH) proposed the approval of the minutes from the meeting on 25th August 2020 and this was seconded by Alex Ball (AB). All were in favour, apart from Mark Schumm (MS), Paul Jones (PJ), Patricia Burrell (PB) and Jamie Ponting (JP) who were not present at the meeting.

3. APPROVAL OF MINUTES FROM PREVIOUS MEETINGS – 16th SEPTEMBER 2020

Patricia Burrell (PB) proposed the approval of the minutes from the meeting on 16th September 2020 and this was seconded by David Hobson (DH). All were in favour, apart from SS and MS who abstained as they were not present at the meeting.

4. MATTERS ARISING

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

DATE	NUMBER	ACTION	OWNER	Update
24/09/2019	005	Prepare content on playground maintenance group and distribute in Advertiser and around local schools.	PJ/SS	Completed – message sent out on Facebook and being followed up in the



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				Tetbury Advertiser in October.
23/10/2019	020	Discuss agreement with the Youth Club for hiring the Dolphins Hall.	JP	Completed - on agenda for tonight.
18/02/2020	050	SS & KF to meet to discuss how invoicing can be integrated into the booking process.	SS/KF	Completed.
28/04/2020	064	KF to prepare invoices for Sports Clubs for 19/20 season.	KF	Completed.
26/05/2020	068	SS to post copies of leases for 2020/21 seasons to the Football Club and Cricket Club, along with their invoices for the 2019/20 and 2020/21 season.	SS	Completed.
26/05/2020	069	SS to conduct VAT analysis to determine exact date for registration and share these figures on Slack.	SS	Ongoing.
26/05/2020	070	SS to complete VAT registration process with HMRC.	SS	Ongoing.
26/05/2020	071	Conclude 2019/20 accounts, share with accountants and put on future meeting agenda for approval.	KF	Completed – on the agenda.
21/07/2020	085	Appoint a Bookkeeper	SS	Ongoing – meeting scheduled for 02/10/2020
21/07/2020	086	Speak to Barbara Pond for advice on an exclusion policy.	PB	Completed – Barbara Pond was unable to help and policy is on the agenda tonight.
25/08/2020	093	Appoint new solicitors to handle move to Official Custodian	AB	Completed.
25/08/2020	094	Purchase Sanitiser Equipment and Sanitiser	SS	Completed.
25/08/2020	095	Fit Sanitiser Equipment	JE	Completed.
25/08/2020	096	Make COVID-19 Signs for the Toilets	DH	Ongoing – and now also need to put up posters in respect of NHS Track & Trace system.
25/08/2020	097	Add recreation ground usage policy to agenda for September 2020 meeting	SS	Completed.
25/08/2020	098	Research potential drugs policy	SS	Not yet started.
25/08/2020	099	Add drugs policy to agenda for September meeting	SS	Not yet started.
25/08/2020	100	Research and obtain quote for WIFI/ CCTV	SS	Ongoing – will be concluded in Redevelopment Project committee.



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5. UPDATE ON LEASES AND LICENCES

The documents had been issued to the Cricket Club and Football Club. The Rugby Club documents have not yet been issued as there appears to be additional usage required over and above that which was agreed originally and on which the licence was prepared.

A meeting has been held with the Bowls Club and we have advised them we will shortly be arranging for a commercial valuation of the land after which we can complete the five-yearly review of their lease.

A discussion also took place on the licence for Tetbury Area Youth & Community Trust (TAYCT). It was agreed the licence will use the same format as those for the pitches. It was proposed by JP that the weekly rate should be **REDACTED** and this was seconded by Patricia Burrell with all present in favour.

It was also proposed by PB that for the licence for the current tax year, a **REDACTED** should be applied for any weeks where the TAYCT have been unable to use the building due to COVID restrictions. This was seconded by MS and all present were in favour.

ACTION: JP

A Condition Report for the electrics in the Sports Pavilion was also overdue and a quote for the work had been obtained at a cost of **REDACTED**. It was proposed by JP to proceed with this and seconded by PJ, all others present were in favour and this work would be booked in for Friday.

6. UPDATE ON PREPARATION OF ACCOUNTS FOR 2019/20

Kevin Farnham (KF) reported that the accounts for 2019/20 were completed apart from acknowledgement from the Sports Clubs and Youth Club of their outstanding payments. Once these bills have been issued then the accounts can be presented.

7. UPDATE ON THE TRANSFER OF LAND REGISTER TO OFFICIAL CUSTODIAN

It was noted at the Tetbury Town Council (TTC) Finance & Scrutiny Meeting on 21st September that Councillor Ann Pearce made the statement she will not at any point sign the required papers to enact the Court Order issued by the Charity Commission.

We have also requested for our solicitor to have access to the deeds which TTC hold on our behalf, but TTC have said this can only happen if the solicitor writes a letter explaining why which will of course cost us money. This appears to be a breach of their role as they must allow the management trustees (e.g. ourselves) access at all times.

REDACTED

Our solicitor has advised to not communicate with TTC anymore as while we have been open to talking about this openly and collaboratively to this point, TTC have not responded in an equally collaborative manner.



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REDACTED

ACTION: SS/AB

REDACTED

8. UPDATE ON REDEVELOPMENT PROJECT & SECTION 106 AGREEMENTS

JP confirmed the detailed design process had now concluded and 83 documents had been produced and shared with trustees for review.

TTC have still yet to formally acknowledge the outcome of our S106 request, but public statements make it clear there is no current intention to forward the funds to us. Members of the public have contacted us to request we start a petition and to increase awareness in the town of what is going on.

It was agreed that a leaflet would be prepared and a petition started requesting that TTC release the S106 funds awarded to us by Cotswold District Council.

A budget of £150 for this activity was proposed by PB and seconded by PJ. All present were in favour.

9. UPDATE ON FUNDRAISING

Given the time spent on discussion previous items, it was agreed to defer this agenda item to the next meeting.

10. REVIEW TETBURY TOWN COUNCIL SLA PROPOSAL

We had previously agreed with TTC the SLA would provide 104 hours of support for work within the Recreation Ground, while we would reduce the previous admin support to zero.

TTC disclosed at their recent Full Council meeting that they want to cut this to 70 hours and remove the playground inspection. This has implications as the playground inspection is an insurance requirement and the trust have no one suitably qualified to do this. The ultimate impact could be the temporary closure of the playground while the trust arranges for someone to be trained accordingly.

No correspondence on the subject has been received from TTC however and as such, we will wait for their official communication before moving forward.

11. REVIEW OF USAGE POLICY

Given the time spent on discussion previous items, it was agreed to defer this agenda item to the next meeting.

12. DISCUSSION ON CHARITY RULES

Given the time spent on discussion previous items, it was agreed to defer this agenda item to the next meeting.



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13. ANNUAL ADMIN CALENDAR

SS requested for lists of all the things which need to be reviewed on a regular basis so we can put together a calendar of when things need to be reviewed each year so we can do these little and often.

ACTION: ALL

14. CIO PROPOSAL

While no action was currently required, the subject of a CIO had been much discussed and debated historically and the trust's position needs to be formalised. SS would like to begin to gather thoughts from everyone on the subject, including what would be important if we were to move to a CIO.

15. CORRESPONDENCE

SS noted an email had been received from Councillors O'Conner and Hirst requesting all communication be directed via them moving forward, rather than to the CEO.

Trustees felt it was important, to ensure requests got logged in a timely and compliant manner, that the CEO should continue to be cc'd in on emails.

A letter had also been received from TTC requesting the return of their gate, but they had provided no confirmation of why they felt these were owned by themselves. Further investigation required before a response can be issued.

16. DATE OF NEXT MEETING

The next meeting date was agreed as Tuesday 20th October August 2020 at 7.15PM. A decision will be taken closer to the time on the location of the meeting depending on social distancing guidelines in force at that time.

17. AOB

There being no other business, the meeting closed at 09:55PM.



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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	25/08/2020
26/05/2020	070	SS to complete VAT registration process with HMRC.	SS	31/10/2020
21/07/2020	085	Appoint a Bookkeeper	SS	25/08/2020
25/08/2020	096	Make COVID-19 Signs for the Toilets	DH	28/09/2020
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	101	JP to prepare and share licence with TAYCT.	JP	20/10/2020
28/09/2020	102	REDACTED	SS/AB	20/10/2020
28/09/2020	103	Consider items to be added to an annual admin character.	ALL	20/10/2020