



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



DOLPHINS RECREATION CENTRE WEEKLY TRUSTEES MEETING
TUESDAY 2nd FEBRUARY 2021
GOOGLE HANGOUTS, VIRTUAL MEETING

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

1. CHAIRPERSON'S OPENING COMMENTS

The Chair, Steve Scott (SS) convened the meeting at 7.15PM. Quorum required is 5, 10 trustees present so meeting is quorate.

2. DECLARATION OF CONFLICTS OF INTEREST AND LOYALTY

No additional declarations were declared by trustees to add to their existing conflicts noted within their Conflict of Interest submissions.

Two trustees declared potential conflicts under the following agenda items:

- Item 5 – Update on Leases & Licences & Item 9 – The Recreation Ground – SS declared his role as a trustee of TAYCT meant he would not participate in discussions around TAYCT's lease for the Youth Club area and TAYCT's proposal for additional use of the Recreation Ground;
- Item 9 – The Recreation Ground – Darby Law (DL) declared an interest in the Café Proposal noted to be discussed on the agenda.

3. APPROVAL OF MINUTES FROM PREVIOUS MEETINGS – 26th JANUARY 2021

Patricia Burrell (PB) proposed the approval of the minutes from the meeting on 26th January 2021 and this was seconded by David Hobson (DH). All present were in favour.

4. MATTERS ARISING

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

NUMBER	ACTION	OWNER	UPDATE
069	SS to conduct VAT analysis to determine exact date for registration and share these figures on Slack.	SS	Ongoing.



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070	SS to complete VAT registration process with HMRC.	SS	Ongoing.
098	Research potential drugs policy	SS	Ongoing.
099	Add drugs policy to agenda for September meeting	SS	Closed – on forward agenda list.
100	Research and obtain quote for WIFI/CCTV	SS	Ongoing.
103	Consider items to be added to an annual admin calendar.	ALL	Closed – on forward agenda list.
104	KF to calculate bills owed on Sports Pavilion and produce invoice and calculations for Cricket Club.	KF	Action now assigned to SS.
107	Determine process and amends to enable monthly invoicing of bills in relation to the Sports Pavilion.	KF	Action now assigned to SS.
108	Arrange an EICR on the Bowls Club Clubhouse within a budget of REDACTED .	JP	Ongoing – response from TBC due on 09/02/2020.
109	Arrange increase in buildings insurance from £700,000 to £2,000,000 (with existing broker, subject to cost increase not being excessive).	KF	JP has filled in the required form and action is now with AB to take forward.
122	Prepare invoice for TAYCT for use of the Youth Room.	KF	Action now assigned to SS.
124	Review insurance policy to confirm cover we have regarding building developments.	KF	Action now assigned to AB.
125	Provide a monthly financial summary for the next trustee meeting.	KF	Action now assigned to SS.
139	REDACTED	JP	Completed.
140	REDACTED	JP	Carried forward.
141	JP to inform Tetbury Bowls Club of outcome of the Rent Review.	JP	Completed.
142	REDACTED	JP	Completed.
143	REDACTED	AB	Completed.
144	JP to inform Tetbury Town Council the proposed agreement would not be signed as it does not link to the S106 application which has been made.	JP	Completed.
145	DL to prepare playpark strategy proposal and report back to trustees at a future meeting.	DL	Completed – proposal is with SS who will share with the wider group.
146	JE to review recent vandalism in playpark and make adjustments	JE	Completed.



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	where appropriate.		
147	PB to contact Charity Commission to obtain guidance on AGM requirements during lockdown.	PB	Completed – and to discuss under AOB this evening.
148	REDACTED	SS	Completed.

5. UPDATE ON LEASES & LICENCES

JP provided an update on ongoing matters. Tetbury Bowls Club have requested a meeting on Wednesday 3rd February 2021 to provide their feedback on the independent valuation report which the trust had obtained.

REDACTED FOR COMMERCIAL REASONS

It was also confirmed a signed agreement had been received from TAYCT.

6. UPDATE ON PLOT 8 AND MOVE TO OFFICIAL CUSTODIAN

REDACTED FOR LEGAL REASONS

7. UPDATE ON RELEASE OF S106 FUNDING

It was noted Tetbury Town Council had called an EGM for Thursday 4th February 2021 and had been advised trustees will not sign any agreement which extends the Council's remit over and above that required under the S106 contracts signed by Cotswold District Council.

8. UPDATE ON REDEVELOPMENT PROJECT

REDACTED FOR COMMERCIAL REASONS

At 19:59 PJ left the meeting.

9. THE RECREATION GROUND

SS provided an update on a proposal received from TAYCT to formalise a request for more extension use of the Recreation Ground. Trustees were supportive of this, although noted the need for a relevant agreement to be in place to define the terms of use like all other user groups and that an appropriate pricing strategy would need to be agreed.

DH proposed a licence for use was drafted for discuss at a future trustee meeting and PB seconded, with all present in favour, except for SS who abstained due to his documented conflict of interest.

ACTION: JP

10. ACCOUNTS & FINANCE UPDATE

First draft of the accounts was been received back yesterday. A couple of questions were raised, but the final copy should be ready tomorrow, at which point SS will submit to the Charity Commission.

ACTION: SS



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11. COMPUTING

Given the time of the meeting this was deferred to a future agenda.

12. CORRESPONDENCE

SS listed the correspondence he had received since the last meeting.

An email had been received from the CEO (Tara) at Tetbury Town Council requesting the gates be moved back to the boundary edge by Thursday 4th February or the Council will move these on Friday 5th February. SS had responded confirming gates were on order and scheduled to arrive week commencing Monday 8th February and that if Tetbury Town Council proceed with any action prior to then, they need to ensure the gates remain locked until our gate is installed and if not and cars access the Recreation Ground, then the Council will be liable for any damage caused. He has also requested confirmation of the date in 2021 the gates will be closed as required under the agreement for access.

An email has also been received from the CEO requesting for evidence to support the claims within the open letter. As the item is on the agenda to discuss a response and to not investigate the claims, SS has advised Tara that once the interview approach is confirmed, as well as clarity on how witness reports will be handled and identities protected, a full evidence pack will be produced.

SS also confirmed receipt of Kevin Farnham's resignation as a trustee due to personal reasons. SS wanted to note his thanks to Kevin for all his hard work in respect of the administration of the trust and resolving a number of long-standing issues from previous regime's miss management. Kevin has expressed a desire to continue to support in the background and to continue championing the work of the trust but wanted to take a step back from frontline duties for a period of time to reflect and recharge. He has a few tasks which he needs to conclude and these will be completed under trustee supervision by PB. All present echoed these words and wished Kevin well and hoped to see him back in the future.

DH requested a letter be sent to the Film Society acknowledging the resignation and requesting whether they intend to appoint another representative.

ACTION: SS

13. DATE OF NEXT MEETING

It was agreed the next meeting would be Tuesday 9th February 2021.

The agenda for next week was confirmed to be:

- S106
- Redevelopment Project
- TAYCT Licence for use of the Recreation Ground
- Forward agenda list

SS noted 22 agenda items are currently on the backlog to work through.



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14. AOB

AB confirmed he had been thinking about fundraising opportunities and suggested a COVID Concert could be held in the Recreation Ground in Spring 2022 and hold the dual purpose of fundraising and raising spirits after a difficult couple of years for everyone. All agreed this was a great idea and something which should be investigated.

SS noted he is reviewed our electrical contracts and will add this to a future agenda.

SS noted TAYCT want permission for a garden shed outside the Hall to support their storage crisis following the move out of The Pod. It was provisionally agreed this was acceptable, but TAYCT should put the request in writing and a relevant licence agreement should be put in place.

PB noted the Charity Commission had informed that an AGM should be held as soon as possible and in line with any national or local COVID lockdown restrictions. An option to hold the meeting online was possible, but the trust would need to evidence that no one was disadvantaged from being able to attend (e.g. through lack of capacity or equipment). It was agreed an in-depth discussion was required and a minuted vote on the best way forward noted. This was added to the list of future agenda items.

There being no other business, the meeting closed at 20:30PM.



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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	31/12/2020
26/05/2020	070	SS to complete VAT registration process with HMRC.	SS	31/12/2020
25/08/2020	098	Research potential drugs policy	SS	28/09/2020
25/08/2020	100	Research and obtain quote for WIFI/CCTV	SS	28/09/2020
27/10/2020	104	KF to calculate bills owed on Sports Pavilion and produce invoice and calculations for Cricket Club.	SS	24/11/2020
27/10/2020	107	Determine process and amends to enable monthly invoicing of bills in relation to the Sports Pavilion.	SS	24/11/2020
27/10/2020	108	Arrange an EICR on the Bowls Club Clubhouse within a budget of REDACTED .	JP	24/11/2020
27/10/2020	109	Arrange increase in buildings insurance from £700,000 to £2,000,000 (with existing broker, subject to cost increase not being excessive).	AB	24/11/2020
24/11/2020	122	Prepare invoice for TAYCT for use of the Youth Room.	SS	30/11/2020
24/11/2020	124	Review insurance policy to confirm cover we have regarding building developments.	AB	15/12/2020
24/11/2020	125	Provide a monthly financial summary for the next trustee meeting.	SS	15/12/2020
26/01/2021	140	REDACTED	JP	25/02/2021
02/02/2021	149	REDACTED	JP	05/02/2021
02/02/2021	150	REDACTED	JP	05/02/2021
02/02/2021	151	REDACTED	JP	05/02/2021
02/02/2021	152	JP to prepare licence for TAYCT use of the Recreation Ground.	JP	09/02/2021
02/02/2021	153	REDACTED	JP	09/02/2021
02/02/2021	154	SS to submit final accounts to the Charity Commission.	SS	05/02/2021
02/02/2021	155	SS to write to the Film Society following KF's resignation.	SS	09/02/2021