



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



**DOLPHINS HALL MAIN TRUSTEES MEETING**  
**TUESDAY 18<sup>th</sup> JUNE 2019**  
**THE DOLPHINS HALL, TETBURY**

<b>Present</b>	<b>Apologies</b>
Steve Scott (Chair – Resident)	
Jamie Ponting (Resident)	
Kevin Farnham (Film Society)	
Paul Jones (Resident)	
Patricia Burrell (WI)	
Peter Martin (Club 77)	
Robert McCorkell (Tetbury Town Council)	
Colin Pearce (Tetbury Town Council)	<b>Absent</b>
Sue Brown (Resident)	Richard Witchell (Tetbury Upton Town Council)
Alex Ball (Resident)	David Hobson (Tetbury Dramatic Society)
Mark Schumm (Tetbury Cricket Club)	
Jon Easterbrook (Resident)	
Martin Lea (Tetbury Rugby Club)	
Jo Tancock (Tetbury Youth Club)	

**1. CHAIRPERSON'S OPENING COMMENTS**

The Chair, Steve Scott (SS) convened the meeting at 7.35PM. Quorum required is 5, 14 trustees present so meeting is quorate.

SS welcomed the trustees in his capacity as acting chair. He reminded trustees irrespective of how they had been appointed, their legal responsibility is first and foremost to the trust.

**2. ELECTION OF CHAIRPERSON**

SS was unanimously elected as Chair for the current term.

A discussion took place around the need for a Vice Chair and whether this was relevant. It was agreed this wasn't required at this time.

**3. ELECTION OF TREASURER**

Kevin Farnham (KF) unanimously elected as Treasurer for the current term.

**4. ELECTION OF SECRETARY**

No one put themselves forward for the position at this time. In the interim, SS agreed to coordinate the packs for the meeting and Jamie Ponting (JP) agreed to take minutes during the meetings.



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### **5. COMMITTEE STRUCTURE**

SS discussed the committee structure and how this operates. Committees currently under the constitution have no delegated authority, but take responsibility for tasks and report back to the main committee making recommendations and requesting their authority.

The current committee structure is: House, Grounds, Redevelopment Project and Admin & Legal.

The following people were elected to the following committees:

House: Patricia Burrell (PB), Sue Brown (SB) & Jon Easterbrook (JE);  
Grounds: Paul Jones (PJ), Mark Schumm (MS), Pete Martin (PM), Martin Lea (ML) & Jamie Ponting (JP);  
Project: Jamie Ponting (JP), Patricia Burrell (PB), Mark Schumm (MS), Paul Jones (PJ), Alex Ball (AB) & Steve Scott (SS);  
Admin: Kevin Farnham (KF), David Hobson (DH), Patricia Burrell (PB) & Robert McCorkell (RM).

Colin Pearce (CP) and Jo Tancock (JT) wished to contemplate where their skills could be best utilised before committing to a committee and will let the other trustees know after a period of reflection.

The Committee Chairs, to be appointed at their first meetings, will inform all Trustees of their intention to meet and the purpose of the meeting.

All correspondence should go through either the Chair or the Committee Chair to keep email correspondence to a minimum.

For the next trustee meeting, all elected Chairs are requested to report back the priorities of the committee for the next twelve months.

### **6. APPROVAL OF MINUTES FROM PREVIOUS MEETING**

The minutes from the meeting held on Tuesday 3<sup>rd</sup> June 2019 were approved as a true and accurate reflection of the meeting. This was proposed by Patricia Burrell (PB) and seconded by Peter Martin (PM).

All other trustees were in favour, apart from JE, SB, RM, AB, JT, ML, CP & MS who abstained due to not being present at the meeting.

### **7. OUTSTANDING ACTIONS**

<b>DATE</b>	<b>NO.</b>	<b>ACTION</b>	<b>OWNER</b>	<b>UPDATE</b>
21/08/2018	027	Review legal and data requirements in respect of CCTV.	KF	To be reviewed by Admin & Legal committee.
23/10/2018	035	Identify a potential candidate to be secretary for the trust.	SS	Ongoing.
20/11/2018	039	Overview of leases/payments/review period.	Admin & Legal	Ongoing.
08/01/2019	044	Proposal re: recycling glass/metal	PB	To be reviewed by the House Committee.
19/03/2019	052	PJ to review World Pay's Information	PJ	Carried forward.



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		Security Policy (once provided by KF).		
23/04/2019	053	SS to liaise with Tetbury Town Council to transfer the received Section 106 funds to our accounts.	SS	Ongoing.
23/04/2019	054	Review QS Report and supply any relevant feedback to JP.	All	Closed.
23/04/2019	055	JP to arrange a Project Committee meeting.	JP	Closed.
23/04/2019	056	JP/SS to contact a Modular Builder company who previously approached SS.	JP/SS	Ongoing.
23/04/2019	057	KF to organise a meeting to confirm the terms for the leases and licences with Tetbury Town Football Club. DH to also be in attendance.	KF	Carried forward.
23/04/2019	058	Look into potential handyman options.	SS	Closed.
23/04/2019	059	Look into replacing existing carpet in communal areas.	SS	To be taken forward by House Committee.
23/04/2019	060	Inform Bowls Club a written proposal is required and extend an invitation for someone from the Bowl's club to attend the next trustees meeting to present this and answer any questions.	SS	SS has received a request to return a telephone call and will pick this up once this is done.

### 8. CORRESPONDENCE - SS

We have received a request from the Circus which was previously on The Rec to return in October from Thursday to Sunday. This will be passed to the Grounds Committee to review and make a recommendation back to the main committee.

Correspondence has also been received about the pot holes on the entrance road. On a review of documentation from 1971, it has been identified that Tetbury Town Council have responsibility for maintaining this.

ML has offered to fill these in to resolve the issue. The trustees thanked him for this.

### 9. AOB

JP requested some time to be spent to review moving to Phase 2 under the Archio contract. It was agreed to hold a Special Trustees Meeting on Tuesday 25<sup>th</sup> June 2019 at 6pm at the Dolphins Hall. JP to circulate required information before.

ML requested a refurbishment to the Shower Block be considered. ML to pass JP details of changes required to the Shower Block, along with the RFU specifications which must be met for this type of area. It is likely, given this building comes under the Grounds Committee, this activity will initially be assigned to this group to review and report back.



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ML confirmed this wasn't an attempt to slow down or derail the Redevelopment Project and he was happy this be taken up as a separate activity. SS to speak with Roger Peill to understand Rugby Club's long term aspirations and plans for playing at The Rec.

### **10. NEXT MEETING**

The date for the next full trustee meeting will be Tuesday 16<sup>th</sup> July at 7pm at the Dolphins Hall.

The meeting was closed at 9:15PM.



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**OUTSTANDING ACTIONS CARRIED OVER FROM PREVIOUS MINUTES**

<b>DATE</b>	<b>NUMBER</b>	<b>ACTION</b>	<b>OWNER</b>	<b>TARGET DATE</b>
23/10/2018	035	Identify a potential candidate to be secretary for the trust.	SS	31/12/2018
19/03/2019	052	PJ to review World Pay's Information Security Policy (once provided by KF).	PJ	23/04/2019
23/04/2019	053	SS to liaise with Tetbury Town Council to transfer the received Section 106 funds to our accounts.	SS	03/06/2019
23/04/2019	056	JP/SS to contact a Modular Builder company who previously approached SS.	JP/SS	03/06/2019
23/04/2019	057	KF to organise a meeting to confirm the terms for the leases and licences with Tetbury Town Football Club. DH to also be in attendance.	KF	30/04/2019
23/04/2019	060	Inform Bowls Club a written proposal is required and extend an invitation for someone from the Bowl's club to attend the next trustees meeting to present this and answer any questions.	SS	30/04/2019
18/06/2019	061	Committee Chairs to put together a twelve month proposal on the activity of their committees for the next full trustee meeting.	Committee Chairs	16/07/2019
18/06/2019	062	Tarmac potholes on entrance road to the Dolphins Hall.	ML	ASAP
18/06/2019	063	JP to share information about the Archio arrangement.	JP	20/06/2019
18/06/2019	064	ML to provide JP details of updates required to the Shower Block to fit in with RFU requirements.	ML	07/07/2019
18/06/2019	065	SS to contact Roger Peill.	SS	16/07/2019