



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



**DOLPHINS HALL MONTHLY TRUSTEES MEETING**  
**TUESDAY 25<sup>th</sup> AUGUST 2020**  
**GOOGLE HANGOUTS, VIRTUAL MEETING**

<b>Present</b>	<b>Apologies</b>
Steve Scott (Chair – Resident)	Mark Schumm (Tetbury Cricket Club)
David Hobson (Tetbury Dramatic Society)	Paul Jones (Resident)
Kevin Farnham (Film Society)	
Alex Ball (Resident)	Patricia Burrell (WI)
Jon Easterbrook (Resident)	
Jamie Ponting (Resident) – <i>from 20:15PM</i>	<b>Absent</b>
	Darby Law (Feofees)
	Richard Witchell (Tetbury Upton Town Council)
	Jo Tancock (Tetbury Youth Club)

**1. CHAIRPERSON'S OPENING COMMENTS**

The Chair, Steve Scott (SS) convened the meeting at 7.15PM. Quorum required is 5, 5 trustees present so meeting is quorate. SS reported that Sue Brown has resigned as trustee. It was pointed out that she needed to be removed from the list of trustees at the Charity Commission.

**2. APPROVAL OF MINUTES FROM PREVIOUS MEETINGS – 21<sup>th</sup> July 2020**

David Hobson (DH) proposed the approval of the minutes from the meeting on 21<sup>st</sup> July 2020 and this was seconded by Kevin Farnham (KF). All were in favour apart JE who abstained as he was not present at the meeting.

**3. MATTERS ARISING**

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

<b>DATE</b>	<b>NUMBER</b>	<b>ACTION</b>	<b>OWNER</b>	<b>UPDATE</b>
24/09/2019	005	Prepare content on playground maintenance group and distribute in Advertiser and around local schools.	PJ/SS	Ongoing
23/10/2019	020	Discuss agreement with the Youth Club for hiring the Dolphins Hall.	JP	Ongoing
19/11/2019	027	SS to agree a proposed SLA with TTC to be voted on at the next meeting.	SS	SS has met with the clerk at TTC and is awaiting for TTC to discuss the issue again at the September meeting of F&S
22/01/2020	038	KF to review outstanding payments in relation to one-off and regular bookings, leases	KF	DONE



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		and licences.		
18/02/2020	050	SS & KF to meet to discuss how invoicing can be integrated into the booking process.	SS/KF	In Progress
28/04/2020	064	KF to prepare invoices for Sports Clubs for 19/20 season.	KF	In Progress
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	In Progress
26/05/2020	069	SS to conduct VAT analysis to determine exact date for registration and share these figures on Slack.	SS	Will be handled by new bookkeeper.
26/05/2020	070	SS to complete VAT registration process with HMRC.	SS	31/10/2020
26/05/2020	071	Conclude 2019/20 accounts, share with accountants and put on future meeting agenda for approval.	KF	In Progress
04/06/2020	077	<b>REDACTED</b>	SS	DONE
04/06/2020	078	<b>REDACTED</b>	KF	<b>REDACTED</b>
04/06/2020	080	<b>REDACTED</b>	SS/AB	<b>REDACTED</b>
23/06/2020	083	<b>REDACTED</b>	JP	<b>REDACTED</b>
23/06/2020	084	Prepare Risk Assessment for hall reopening	MS	DONE
21/07/2020	085	Appoint a Bookkeeper	SS	In Progress
21/07/2020	086	Speak to Barbara Pond for advice on an exclusion policy.	PB	
21/07/2020	087	Establish what by-laws are in effect on the Recreation Ground.	KF	In Progress
21/07/2020	088	Arrange for new play park equipment to be installed.	PB	DONE
21/07/2020	089	Arrange for essential playpark maintenance.	PB	DONE
21/07/2020	090	Arrange for old elephant springer to be sold to the member of the public.	PB	DONE
21/07/2020	091	Send £25 donation to Tetbury in Bloom.	KF	DONE



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### **4. UPDATE ON ACCOUNTS**

Kevin Farnham (KF) reported that the accounts for 2019/20 were now ready to be sent to the accountant other than issuing the previous seasons invoices for the ports clubs. This would be done in the next few days and the accounts submitted to Zerbra Accounting. They will hopefully be back and ready for approval at the September meeting.

### **5. UPDATE ON MOVE TO THE OFFICIAL CUSTODIAN REDACTED**

### **6. UPDATE ON HALL RE-OPENING**

Steve Scott (SS) reported that the risk assessment had been received and SS, PB and JE have reviewed the opening requirements. Key lock boxes have been fitted to the entrance and a new key policy will be introduced when the hall reopens.

SS proposed sanitiser equipment and sanitiser should be purchased for about £300. JE seconded. All were in favour.

**ACTION: SS**

Jon Easterbrook (JE) agreed to fit the sanitiser equipment once purchased.

**ACTION: JE**

It was suggested that signs should also be placed on the toilets say one person at a time. David Hobson (DH) will check the current guidance and make some signs.

**ACTION: DH**

### **7. NEW BUILD UPDATE**

Jamie Ponting (JP) reported that the bat survey had found no bats. It was a recommendation that a bat box be fitted to the building and it is expected this will become a planning requirement. There is an expectation that a planning decision will be received by the 26<sup>th</sup> August.

The project committee has been meeting regularly to review detailed designs as and when requested by the architects. We still need to perform a drainage test on the rec. The problem being finding a way to fill the hole with water fast enough.

A meeting has been held with CDC and TTC to discuss the S106 situation. The meeting suggested that the plan was S106 compliant. We are now waiting on TTC to review their decision to withhold the S106 funding. A brief discussion was held concerning possible courses of action should TTC continue to refuse to release S106 funds.

### **8. CORRESPONDENCE**

No official correspondence had been received.



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**9. DATE OF NEXT MEETING**

The next meeting date was agreed as Tuesday 29th September 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.

**10. AOB**

Jamie Ponting (JP) raised the issue that he believed some coaches and trainers were organising “for profit” events and activities on the recreation ground. Concerns were raised over insurance and how this fitted with our charitable purposes and was also not fair on the organisations that paid to use the rec. An agenda item will be added to the next meeting to discuss a recreation ground usage policy.

**ACTION: SS**

It was also pointed out that the police have stated they are concerned by the amount of drug use in the green shelter. Steve Scott (SS) will seek out advice on the issue and add an agenda item to the next meeting.

**ACTION: SS**

JP also raised the issue that the current sports building had been vandalised recently. CCTV footage has been provided to the police. Paul Jones as head of grounds is handling the event. SS is researching improved CCTV options. SS will research broadband/wifi options and feedback at the next meeting.

**ACTION: SS**

There being no other business, the meeting closed at 20:50PM.



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**14. 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	01/10/2020
23/10/2019	020	Discuss agreement with the Youth Club for hiring the Dolphins Hall.	JP	19/11/2019
18/02/2020	050	SS & KF to meet to discuss how invoicing can be integrated into the booking process.	SS/KF	29/9/2020
28/04/2020	064	KF to prepare invoices for Sports Clubs for 19/20 season.	KF	31/8/2020
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	31/8/2020
26/05/2020	069	SS to conduct VAT analysis to determine exact date for registration and share these figures on Slack.	SS	30/9/2020
26/05/2020	070	SS to complete VAT registration process with HMRC.	SS	31/12/2020
26/05/2020	071	Conclude 2019/20 accounts, share with accountants and put on future meeting agenda for approval.	KF	29/9/2020
21/07/2020	085	Appoint a Bookkeeper	SS	29/9/2020
21/07/2020	086	Speak to Barbara Pond for advice on an exclusion policy.	PB	29/9/2020
25/8/2020	092	Waiting for SLA response from TTC	SS	End of September
25/8/2020	093	<b>REDACTED</b>	AB	29/9/2020
25/8/2020	094	Purchase Sanitiser Equipment and Sanitiser	SS	31/8/2020
25/8/2020	095	Fit Sanitiser Equipment	JE	31/8/2020
25/8/2020	096	Make COVID-19 Signs for the Toilets	DH	31/8/2020
25/8/2020	097	Add recreation ground usage policy to agenda for September 2020 meeting	SS	29/9/2020
25/8/2020	098	Research potential drugs policy	SS	29/9/2020
25/8/2020	099	Add drugs policy to agenda for September meeting	SS	29/9/2020
25/9/2020	100	Research and obtain quote for WIFI/ CCTV	SS	29/9/2020