



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



DOLPHINS HALL MONTHLY TRUSTEES MEETING
TUESDAY 21ST JANUARY 2020
THE DOLPHINS HALL, TETBURY

Present	Apologies
Steve Scott (Chair – Resident)	Robert McCorkell (Tetbury Town Council)
Jamie Ponting (Resident)	Jo Tancock (Tetbury Youth Club)
Kevin Farnham (Film Society)	Darby Law (Feofees)
Patricia Burrell (WI)	Alex Ball (Resident)
Sue Brown (Resident) – <i>left at 8.50PM</i>	
David Hobson (Tetbury Dramatic Society)	Absent
Mark Schumm (Tetbury Cricket Club)	N/A
Paul Jones (Resident)	
Richard Witchell (Tetbury Upton Town Council)	
Jon Easterbrook (Resident) – <i>from 7.25PM</i>	
Rob Hatto (Bowls Club) – <i>from 7.25PM to 8.41PM</i>	

1. CHAIRPERSON'S OPENING COMMENTS

The Chair, Steve Scott (SS) convened the meeting at 7.15PM. Quorum required is 5, 11 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 19th November 2019 and this was seconded by David Hobson (DH). All others were in favour of this, apart from Richard Witchell (RW), Paul Jones (PJ) and Mark Schumm (MS) 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	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	Completed.
23/10/2019	013	Put together a set of costs for The Recreation Ground (both ongoing and initial work).	PJ	Progress is being made. Should be ready for next meeting.
23/10/2019	014	Put together a high level plan of how to proceed with leases which can be debated by the trustees at the	AB/PJ	Carried forward.



DOLPHINS HALL MANAGEMENT COMMITTEE

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Charity Number: 274956



		next meeting.		
23/10/2019	018	Obtain quotes for a Brush Cutter.	PJ	Cost will be £450.
23/10/2019	020	Discuss agreement with the Youth Club for hiring the Dolphins Hall.	JP	Ongoing – awaiting confirmation from Youth Club of a practical date to meet.
19/11/2019	021	Set up a Project Committee meeting for the first week in December.	JP	Completed.
19/11/2019	022	KF to notify insurers of incident in playground.	KF	Not done as no further interactions required. Action closed.
19/11/2019	023	SS to purchase additional signage for the playground.	SS	Purchased and arriving tomorrow. Action closed.
19/11/2019	024	PB to review potential application for funding under Project Parks.	PB	Deadline missed – on list for future consideration. Action closed.
19/11/2019	025	SS to contact the Bowls Club and request a copy of their planning proposal.	SS	Completed. SS to share around trustees.
19/11/2019	026	SS & DL to agree a bookings procedure for 2020.	DL/SS	Completed.
19/11/2019	027	SS to agree a proposed SLA with TTC to be voted on at the next meeting.	SS	Discussions ongoing with TTC.
19/11/2019	028	DL to erect Christmas Trees.	DL	Completed.
19/11/2019	029	KF to terminate Suez contract.	KF	Completed.
19/11/2019	030	SS to add Alcohol Policy to the next agenda.	SS	Completed.
19/11/2019	031	AB to arrange inaugural fundraising committee meeting.	AB	Carried forward.
19/11/2019	032	PB to draft a letter to HRH and pass to SS and JP.	PB	SS has a copy to share with JP.

Jon Easterbrook (JE) & Rob Hatto (RH) joined the meeting at 19.25PM.

4. CHAIRS REPORT

SS noted we need to prioritise activities and ensure following 18 months as trustees we have everything up together and running as expected. He acknowledged there was significant work post the former trustees leaving, but it is important, now 18 months into operation, we need to be on top of everything.

5. NEW BUILD UPDATE

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

- Transport Survey appointed (Cotswold Transport Planning) at a cost of £4,503 (negotiated a 5% discount);
- Principal Designer appointed (Archio) at a cost of £708;
- Underground Services Survey at a cost of £468;
- Structural Engineer appointed (BTA Structural Design) having negotiated a 10% discount would will be £3,150 + VAT.



DOLPHINS HALL MANAGEMENT COMMITTEE

New Church Street, Tetbury, GL8 8DS

Charity Number: 274956



He also highlighted decisions were required on two items:

- Archio have agreed to reduce their cost to £900 + VAT for both visualisations (originally £1,800 + VAT each).

RW proposed the visualisations should be taken forward and SB seconded, all present were in favour.

- Services Engineer – Enhabit have agreed to a fixed price fee of £3,937.50 + VAT and are the cheapest of the quotes obtained.

PB proposed to appoint Enhabit as Services Engineer and PJ seconded, all present were in favour.

The Public Consultation was a success with over 70 people attending and 100% of people who completed feedback forms indicating they were in favour of the plans.

Analysis has also been done on the spend from the Project Account since inception. This expenditure has been spent on:

- | | |
|----------------------------------|------------|
| • Original New Development Plan: | £34,323.95 |
| • Car Parks: | £31,559.20 |
| • Extension Plan: | £25,814.48 |
| • Operational Activity: | £15,478.14 |
| • Phased Development Plan: | £37,640.83 |

SS commented how all of this activity and spend seemed reasonable in the context of the work done, apart from the Extension Plan given these costs linked solely to the production of the floorplans and no expert consultancy had been obtained.

Feedback on the design from Sport England and an elderly/dementia specialist has been received, which has been passed to Archio for their consideration and comment.

Grant Application with Sport England is progressing well, but our Land Registry entry is causing confusion and needs to be updated to reflect the correct position as currently Tetbury Town Council (TTC) are showing as owners, rather than Custodian Trustees.

Kevin Farnham (KF) agreed to liaise with the Land Registry to get this updated.

ACTION: KF

The National Lottery Application is also progressing well but needs to be planned carefully to align the final submission to within six months of starting the Community Hall element of the build as the funding will be provided specifically for this if granted.

6. LEASES UPDATE

SS still waiting to meet with the Football Club to discuss the lease.



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



ACTION: SS

7. TTC Service Level Agreement Update

TTC have agreed to recognise DHMC as a strategic grants partner and have suggested this funding be rolled into the SLA.

The Town Clerk has reservations over this and wants to conclude the SLA first. SS & Jamie Ponting (JP) will pick up with the Town Clerk during a meeting on Thursday.

ACTION: SS/JP

8. APPROVAL OF ACCOUNTS & ACCOUNTANTS

2017/18 accounts have now been filled with the Charity Commission. Trustees wished to place on record their thanks to KF for all his hard work correcting the mistakes of former trustees and ensuring these were submitted correctly.

It was noted during the process MacGills, who are the trust's appointed accountants, have let us down on numerous occasions, suggesting they wouldn't be able to look at the accounts until mid-January at the earliest. Due to this unavailability of MacGills (the accountants appointed at AGM), we have had to seek an alternative. The situation has also been impacted by the correspondence received from TTC suggesting the trust was at fault for the delays and our relationship was being impacted as a result.

As such, SS & KF arranged to use Zebra Accountants to ensure the 2017/18 accounts could be logged with the Charity Commission as soon as possible. The firm were able to turn these around in 72 hours and did so on a zero charge basis.

PB proposed we retrospectively appoint Zebra as our accountants for 2017/18 and KF seconded, all present were in favour.

The 2018/19 accounts need to be filled by the end of January to ensure we do not move back into having outstanding documents noted by the Charity Commission. Zebra have provided a quote of £150 + VAT to complete these within the timescales required.

MS proposed we use Zebra to compile the accounts for 2018/19 and KF seconded, all present were in favour.

KF will liaise with Zebra to execute this. It should be noted trustees have already approved the 2018/19 figures in a previous meeting.

ACTION: KF

2019/20 accounts will hopefully be easier to prepare as they won't require errors from previous trustees to be updated and with the new online system should mean the accounts can be produced automatically. It will also allow KF to provide monthly accounts updates at the click of a button.



DOLPHINS HALL MANAGEMENT COMMITTEE

New Church Street, Tetbury, GL8 8DS

Charity Number: 274956



9. BOOKINGS POLICIES & PROCEDURES

At a recent booking, damage of c£800 was caused by the individuals involved. KF is currently liaising with these individuals and seeking to reclaim the costs.

ACTION: KF

SS highlighted this has raised a need for a review of the existing booking policies and a sub-committee needs to be set up to conduct this. He proposed the representatives on this group needed to be SS (given responsibility for bar operations), Darby Law (DL) as booking coordinator, KF as invoicing responsibility and PB as Head of House. He also offered all other trustees the opportunity to attend and DH expressed an interest in helping on this.

SS will arrange the initial meeting, with a view to coming back with high level proposals and any questions to the February Trustee meeting, with an aim to present the full policies for sign off at the March Trustee Meeting.

ACTION: SS

JP queried whether the review would also include a review of all outstanding payments as his understanding was there our outstanding invoices dating back to 2018. KF confirmed he is reviewing outstanding payments separately and this should be able to progress quicker now the accounts have been resolved.

ACTION: KF

10. TREE MAINTENANCE IN THE REC

Letter received from The Wooden Flooring Company suggesting an overhanging tree has damaged their gutter. PJ has reviewed and taken photos. His opinion is he does not believe overhanging trees caused the issue given they are still not within four foot of the building.

He does though believe it would be beneficial to maintain the trees in question to ensure we don't arrive in a situation where they could cause damage. It was also suggested the tree in the entrance to The Recreation Ground was also reviewed at the same time.

PB offered to ensure there were no TPOs in place and also to obtain three quotes of tree surgeons.

JP proposed, that providing the work could be completed for under £750, the cheapest quote obtained should be taken forward and the work completed at the earliest opportunity. DH seconded this and all present were in favour.

ACTION: PB

SS will inform The Wooden Flooring Company we don't believe the damage was caused by the trees.

ACTION: SS



DOLPHINS HALL MANAGEMENT COMMITTEE

New Church Street, Tetbury, GL8 8DS

Charity Number: 274956



11. CORRESPONDENCE

The only item of correspondence which hasn't been discussed was the letter from the Town Clerk in respect of the Council Closed Session at Finance & Scrutiny which was headed up as to discuss the Dolphins Hall Constitution.

12. DATE OF NEXT MEETING

It was agreed the next meeting would be on Tuesday 18th February at 7.15PM.

13. AOB

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

- In the absence of a Grounds Report on the agenda, PJ provided an update on the work he had been doing in respect of the maintenance of The Recreation Ground. As part of the last grounds meeting, at which the sports clubs were present, representatives from the GCB & EFA had been present to discuss how the facilities could be improved.

The Football Foundation may potentially be willing to commit to a ten year framework, where they will maintain all senior and junior pitches for the first six years at an initial level of £2,000 per adult pitch and £1,500 per junior pitch. This funding would decrease by 50% in Years 3 & 5 and to 25% in Years 5 & 6. Then for the final four years of the agreement, the pitches would need to be maintained to the same standard by either TTFC or DHMC depending on the terms in the licence agreement these two parties agreed.

Funding for equipment was also discussed with FA & ECB, with the view being to obtain equipment which would enable the maintenance of the whole Recreation Ground and remove the need to use outside contractors, while also ensuring maintenance is on a twelve month programme not just eight months.

A 75% grant towards machinery can be obtained and in conjunction with the ECB, the Cricket Club can obtain a five year interest free loan and a 18% discount on the machinery. The DHMC could then provide the maintenance contract from The Recreation Ground to the Cricket Club for five years to give the Cricket Club the security of income to repay the loan.

PB proposed the DHMC should support both plans in principle and give PJ the authority to progress with both initiatives. This was seconded by SB and all those presented were in favour.

ACTION: PJ

- RH requested the Bowls Club's lease be reviewed and replaced with a rolling lease. DH and SS noted it was not possible to have a rolling lease as it would constitute a disposal of land which would require a town vote and approval from the Charity Commission.

Long term security is however required by the Bowls Club in order to be able to secure grant funding towards their clubhouse development project. DH offered to discuss potential options with RH.

ACTION: DH/RH



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



RH left the meeting at 8.41PM.

14. EXCLUSION OF TRUSTEES

It was noted a Conflict of loyalty exists for Items 15 & 16 for Trustees who are also TTC Councillors. In the absence of a Conflict of Interests policy, a number of options had been prepared to decide how to handle this for the upcoming items.

Prior to a review of these options, SB excused herself from the meeting so no resolution or vote was required. SB left at 8.50PM

15. DISCUSSION ON PLOT 8 FOLLOWING TTC CORRESPONDENCE

As per the correspondence received, TTC believe they have had a verbal conversation with the Charity Commission which confirms Plot 8 is owned by TTC. The Mayor is going to request formal clarification of this in writing from the Charity Commission.

SS pointed out irrespective of an individual's view on the use of Plot 8 as burial ground, our duty as trustees, is to determine whether the available documentation demonstrates this.

DH & KF will collate all relevant information and send to the Charity Commission to seek clarification on our responsibilities as trustees and the next steps we should take.

16. REVIEW OF CUSTODIAL TRUSTEES

Charity Commission guidance is for local authorities not to hold the position as custodial trustees.

There being no other business, the meeting closed at 9.35PM.



DOLPHINS HALL MANAGEMENT COMMITTEE
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Charity Number: 274956



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
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	020	Discuss agreement with the Youth Club for hiring the Dolphins Hall.	JP	19/11/2019
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	031	AB to arrange inaugural fundraising committee meeting.	AB	22/01/2020
22/01/2020	032	KF to contact Land Registry to have records updated to show TTC as Custodial Trustees rather than absolute owners.	KF	31/01/2020
22/01/2020	033	SS to arrange meeting with TTFC to agree lease.	SS	31/01/2020
22/01/2020	034	SS & JP to meet with Town Clerk to discuss SLA.	SS/JP	23/01/2020
22/01/2020	035	KF to liaise with Zebra to submit 2018/19 accounts to the Charity Commission.	KF	31/01/2020
22/01/2020	036	KF to reclaim damages of c£800 in relation to the December event which caused damage.	KF	18/02/2020
22/01/2020	037	SS to arrange initial Booking Policy meeting.	SS	01/02/2020
22/01/2020	038	KF to review outstanding payments in relation to one-off and regular bookings, leases and licences.	KF	31/03/2020
22/01/2020	039	PB to obtain three quotes for tree maintenance.	PB	31/01/2020
22/01/2020	040	PJ to progress with tree maintenance ASAP post review of the quotes.	PJ	18/02/2020
22/01/2020	041	SS to respond to The Wooden Floor Company confirming the outcome of our review.	SS	31/01/2020
22/01/2020	042	PJ to progress grant applications for pitch maintenance and machinery.	PJ	31/03/2020
22/01/2020	043	DH & RH to meet to discuss potential lease options for the Bowls Club.	DH/RH	18/02/2020