



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



DOLPHINS RECREATION CENTRE WEEKLY TRUSTEES MEETING
TUESDAY 16th FEBRUARY 2021
GOOGLE HANGOUTS, VIRTUAL MEETING

| Present | Apologies |
|---|---|
| Steve Scott (Chair – Resident) | Mark Schumm (Tetbury Cricket Club) |
| 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) | |
| Paul Jones (Resident) – <i>joined at 7.35PM</i> | |

1. CHAIRPERSON’S OPENING COMMENTS

The Chair, Steve Scott (SS) convened the meeting at 7.15PM. Quorum required is 5, 7 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.

3. APPROVAL OF MINUTES FROM PREVIOUS MEETINGS – 9th FEBRUARY 2021

Alex Ball (AB) proposed the approval of the minutes from the meeting on 9th February 2021 and this was seconded by David Hobson (DH). All present were in favour.

4. MATTERS ARISING

| NUMBER | ACTION | OWNER | UPDATE |
|---------------|---|--------------|--|
| 069 | SS to conduct VAT analysis to determine exact date for registration and share these figures on Slack. | SS | In progress |
| 070 | SS to complete VAT registration process with HMRC. | SS | In progress |
| 098 | Research potential drugs policy | SS | Carried forward |
| 100 | Research and obtain quote for WIFI/CCTV | SS | Carried forward |
| 104 | KF to calculate bills owed on Sports Pavilion and produce invoice and calculations for Cricket Club. | SS | Ongoing – another meter reading has been produced. |
| 107 | Determine process and amends to enable monthly invoicing of bills in relation to the Sports Pavilion. | SS | Ongoing – linked to 104. |
| 108 | Arrange an EICR on the Bowls Club | JP | Completed – Tetbury Bowls Club |



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| | | | |
|-----|---|----|---|
| | Clubhouse within a budget of REDACTED . | | have confirmed this has been completed and they will be sharing the certificate imminently. |
| 109 | Arrange increase in buildings insurance from £700,000 to £2,000,000 (with existing broker, subject to cost increase not being excessive). | AB | Ongoing – broker is in process of obtaining some quotes. |
| 122 | Prepare invoice for TAYCT for use of the Youth Room. | SS | Ongoing – will be presented at the next meeting. |
| 124 | Review insurance policy to confirm cover we have regarding building developments. | AB | Ongoing – process is now understood and will be completed once a builder is appointed. |
| 125 | Provide a monthly financial summary for the next trustee meeting. | SS | Ongoing – will be |
| 140 | REDACTED | JP | REDACTED |
| 149 | REDACTED | JP | Completed. |
| 150 | REDACTED | JP | Completed. |
| 151 | REDACTED | JP | Completed. |
| 152 | JP to prepare licence for TAYCT use of the Recreation Ground. | JP | Ongoing – for next week's agenda. |
| 153 | REDACTED | JP | Completed – awaiting response but chasing daily. |
| 154 | SS to submit final accounts to the Charity Commission. | SS | Completed. |
| 155 | SS to write to the Film Society following KF's resignation. | SS | Completed – KF has advised no letter is required and Film Society will appoint a replacement at the next AGM. |

5. UPDATE ON S106 AGREEMENTS

No further update following last week's meeting. Tetbury Town Council have still not called an EGM, although have sought the advice of GAPTC to support them in handling the matter correctly.

Paul Jones joined at 7.35PM.

6. UPDATE ON REDEVELOPMENT PROJECT **REDACTED FOR COMMERCIAL REASONS**

7. PIZZA VAN PROPOSAL

Darby Law (DL) confirmed a pizza van company had approached the DRC and would like a hard-standing pitch for a mobile pizza van once a week between the hours of 5-9.

DL proposed that for a trial period for six weeks, and subject to the firm having the relevant licences and permissions, the firm could use the Hampton Street Car Park once a week between the hours of 5-9. This was seconded by JP and all present were in favour. DL will ask the firm to confirm what they believe is an appropriate pitch fee for the trial period.



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ACTION: DL

8. ACCOUNTS UPDATE

SS is continuing the handover of the accounts and is gradually getting up-to-speed. He confirmed his aim is to catch up by the end of the financial year with the aim of having the accounts prepared for April.

He gave a brief update of the current balances in each of the three accounts and DL mentioned she might know an individual willing to take on the bookkeeping and become a trustee. SS said once he had tidied everything up, he would be looking to hand this over to someone.

9. BASECAMP

SS wanted to let everyone know he would like to trial using Basecamp as our virtual store for everything DRC related, including storing documents and tracking tasks.

He highlighted it is currently a risk and an issue for the trust that all our documentation is dispersed in a range of paper and electronic locations, making it hard to understand an up-to-date and historical position on issues.

The free trial until the end of March and he will be sending everyone out invites shortly and would welcome opinions and feedback, as well as potential alternative solutions to the problem.

SS will bring a full proposal to a meeting in March following the trial.

ACTION: SS

10. CORRESPONDENCE

SS noted the following items of correspondence received:

- **REDACTED**

- A letter has been received from water2business (dated 16th February via Tetbury Rugby Club) noting the previous work on the car park had resulted in access to the water meter being tarmacked over. Bristol Water were now attempting a meter reading, but are unable to do so, and would therefore like access to the site to attempt to locate it. It was agreed SS will do some further research about what has prompted the need for a meter reading and then give them permission to access the site.

ACTION: SS

- DL has had an email from Publica about using the Community Hall in May for the Local Council elections. They would like to do a site visit this week and PB offered to attend the hall to do this any afternoon this week. DL will follow up with Publica.
- DL said company who do travelling markets, including COVID friendly ones, would like to use the Recreation Ground for the period 9th – 11th April for a market. It was agreed she would find out further information and this will be put on next week's agenda.



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11. DATE OF NEXT MEETING

It was agreed the next meeting would be Tuesday 23rd February 2021.

The agenda for next week was confirmed to be:

- Market Proposal in April
- Plot 8 Proceedings
- Tender & Health & Safety Policy
- S106
- TAYCT Invoice & Licence

12. AOB

DL has received some plans for the redesign of the play area and is having ongoing discussions on this as she did not like the initial designs.

There being no other business, the meeting closed at 8.52PM.



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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 | 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 | 152 | JP to prepare licence for TAYCT use of the Recreation Ground. | JP | 09/02/2021 |
| 16/02/2021 | 153 | REDACTED | AB | 23/02/2021 |
| 16/02/2021 | 154 | REDACTED | JP | 19/02/2021 |
| 16/02/2021 | 155 | DL to provide update to the pizza van company. | DL | 19/02/2021 |
| 16/02/2021 | 156 | SS to prepare a proposal for the use of Basecamp (subject to a successful trial). | SS | 31/03/2021 |
| 16/02/2021 | 157 | JP to provide response to letter from Tetbury Bowls Club (dated 16/02/2021). | JP | 19/02/2021 |
| 16/02/2021 | 158 | SS to response to letter from water2business giving Bristol Water permission to access the site. | SS | 19/02/2021 |