



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



DOLPHINS RECREATION CENTRE WEEKLY TRUSTEES MEETING
TUESDAY 23rd FEBRUARY 2021
GOOGLE HANGOUTS, VIRTUAL MEETING

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

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 – 16th FEBRUARY 2021

David Hobson (DH) proposed the approval of the minutes from the meeting on 16th February 2021 and this was seconded by Patricia Burrell (PB). 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	Ongoing – will be completed by the end of the financial year.
070	SS to complete VAT registration process with HMRC.	SS	Ongoing – will be completed by the end of the financial year.
098	Research potential drugs policy	SS	Ongoing – on the list for future agenda item (low priority).
100	Research and obtain quote for WIFI/CCTV	SS	Completed - referred back to Redevelopment Project committee.
104	KF to calculate bills owed on Sports Pavilion and produce invoice and calculations for Cricket Club.	SS	Ongoing – further meter readings required.
107	Determine process and amends to enable monthly invoicing of bills in relation to the Sports Pavilion.	SS	Ongoing – further meter readings required.



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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 – awaiting quote from brokers. Once received will be a future agenda item.
122	Prepare invoice for TAYCT for use of the Youth Room.	SS	Carried forward.
124	Review insurance policy to confirm cover we have regarding building developments.	AB	Completed – forms have been received and will be completed once contractor appointed.
125	Provide a monthly financial summary for the next trustee meeting.	SS	Completed.
140	REDACTED	JP	Completed.
152	JP to prepare licence for TAYCT use of the Recreation Ground.	JP	Carried forward.
153	REDACTED	AB	Completed.
154	REDACTED	JP	Completed.
155	DL to provide update to the pizza van company.	DL	Completed.
156	SS to prepare a proposal for the use of Basecamp (subject to a successful trial).	SS	Ongoing – to be presented at a meeting in March.
157	JP to provide response to letter from Tetbury Bowls Club (dated 16/02/2021).	JP	Completed.
158	SS to response to letter from water2business giving Bristol Water permission to access the site.	SS	Completed.

5. PLOT 8 & CHANGE OF CUSTODIAN TRUSTEE

6. REDACTED FOR LEGAL REASONS

7. UPDATE ON S106 AGREEMENTS
REDACTED FOR LEGAL REASONS

8. UPDATE ON REDEVELOPMENT PROJECT
REDACTED FOR COMMERCIAL REASONS

9. LEASES & LICENCES UPDATE
REDACTED FOR COMMERCIAL REASONS

10. PIZZA VAN PROPOSAL

DL confirmed the rate which would be paid is **REDACTED** and a dry run would take place on Tuesday 2nd March, with the plan being to start on the Thursday of Easter Weekend for a six-week trial period.



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11. CORRESPONDENCE

A letter from an outdoor market requesting to use the Recreation Ground in April had been received. DL to clarify with the organisers the area they would require, the equipment they'd be bringing onto the Recreation Ground and how this would be transported, prior to a decision being made.

ACTION: DL

A letter had been received from Councillor **REDACTED** asking when the AGM was going to be held as a number of residents wanted to stand to be elected as trustees.

A letter had been received from Tetbury Hospital requesting to use the Hall for training purposes in March. PB agreed to check with Cotswold District Council if we could offer free use of the facility and not invalidate the terms of our COVID grants.

ACTION: PB

12. DATE OF NEXT MEETING

It was agreed the next meeting would be Tuesday 2nd March 2021.

The agenda for next week was confirmed to be:

- Lockdown & Impact on AGM
- Market Proposal in April
- Plot 8
- Redevelopment Project
- Accounts Update
- TAYCT Invoice & Licence

13. AOB

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

There being no other business, the meeting closed at 9.34PM.



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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
27/10/2020	104	KF to calculate bills owed on Sports Pavilion and produce invoice and calculations for Cricket Club.	SS	28/02/2021
27/10/2020	107	Determine process and amends to enable monthly invoicing of bills in relation to the Sports Pavilion.	SS	28/02/2021
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
02/02/2021	152	JP to prepare licence for TAYCT use of the Recreation Ground.	JP	09/02/2021
16/02/2021	156	SS to prepare a proposal for the use of Basecamp (subject to a successful trial).	SS	31/03/2021
23/02/2021	159	REDACTED	DH	02/03/2021
23/02/2021	160	REDACTED	JP	02/03/2021
23/02/2021	161	DL to obtain further information on potential April market.	DL	02/03/2021
23/02/2021	162	PB to check with Cotswold District Council if we could offer free use of the facility and not invalidate the terms of our COVID grants	PB	02/03/2021