



DOLPHINS HALL MANAGEMENT COMMITTEE

New Church Street, Tetbury, GL8 8DS

Charity Number: 274956



DOLPHINS HALL MONTHLY TRUSTEES MEETING

TUESDAY 18th FEBRUARY 2020

THE DOLPHINS HALL, TETBURY

Present	Apologies
Steve Scott (Chair – Resident)	Darby Law (Feofees)
Jamie Ponting (Resident)	Alex Ball (Resident)
Kevin Farnham (Film Society)	Sue Brown (Resident)
Patricia Burrell (WI)	Absent
Jon Easterbrook (Resident)	Jo Tancock (Tetbury Youth Club)
David Hobson (Tetbury Dramatic Society)	Richard Witchell (Tetbury Upton Town Council)
Mark Schumm (Tetbury Cricket Club)	Rob Hatto (Bowls Club)
Paul Jones (Resident)	

1. CHAIRPERSON'S OPENING COMMENTS

The Chair, Steve Scott (SS) convened the meeting at 7.15PM. Quorum required is 5, 8 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 21st January 2020 and this was seconded by David Hobson (DH). All others were in favour.

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.
23/10/2019	013	Put together a set of costs for The Recreation Ground (both ongoing and initial work worked).	PJ	Ongoing – recent weather has delayed the finalisation of this as priorities have been ensuring the safety of the Recreation Ground.
23/10/2019	014	Put together a high level plan of costs for leases & licences how to proceed which can be debated by the trustees at the next meeting.	AB/PJ	Ongoing – need to agree stance.
23/10/2019	020	Discuss agreement with the Youth Club for hiring the Dolphins Hall.	JP	Ongoing – Lease has been shared with the Youth Club and John Latter is now involved. Call later in the week to hopefully finalise.
19/11/2019	027	SS to agree a proposed SLA with TTC to be voted on at the next	SS	Ongoing – Terms of the SLA have been agreed in principle with the



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		meeting.		Town Clerk. SS now has an action to write this up and present formally to the Council.
19/11/2019	031	AB to arrange inaugural fundraising committee meeting.	AB	Carried forward.
22/01/2020	032	KF to contact Land Registry to have records updated to show TTC as Custodial Trustees rather than absolute owners.	KF	Completed – although the Land Registry have confirmed they are unable to update the record without the request coming from Tetbury Town Council.
22/01/2020	033	SS to arrange meeting with TTFC to agree lease.	SS	Completed – meeting held on 17/02/2020 with Football Club to go through the lease. They have accepted they can no longer sub-let and would like to propose a joint annual lease. Meeting between the Football Club and Cricket Club arranged for 24/02/2020.
22/01/2020	034	SS & JP to meet with Town Clerk to discuss SLA.	SS/JP	Completed – SS is preparing an updated version but as per Action 027 the content has been agreed.
22/01/2020	035	KF to liaise with Zebra to submit 2018/19 accounts to the Charity Commission.	KF	Completed.
22/01/2020	036	KF to reclaim damages of c£800 in relation to the December event which caused damage.	KF	Carried forward.
22/01/2020	037	SS to arrange initial Booking Policy meeting.	SS	Completed.
22/01/2020	038	KF to review outstanding payments in relation to one-off and regular bookings, leases and licences.	KF	Ongoing – bookings have been done, leases and licences still to be done.
22/01/2020	039	PB to obtain three quotes for tree maintenance.	PB	Completed – four companies contacted, one declined, two didn't turn up and one did. Quote received on agenda to discuss.
22/01/2020	040	PJ to progress with tree maintenance ASAP post review of the quotes.	PJ	Ongoing – quote to be discussed later.
22/01/2020	041	SS to respond to The Wooden Floor Company confirming the outcome of our review.	SS	Completed – no subsequent response received.
22/01/2020	042	PJ to progress grant applications for pitch maintenance and machinery.	PJ	Ongoing – applications have been drafted.
22/01/2020	043	DH & RH to meet to discuss potential lease options for the Bowls Club.	DH/RH	Carried forward – difficulties arranging a convenient time for all involved.



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4. CHAIRS REPORT

SS noted he had received Rob McCorkell resignation. He has subsequently discussed with Tetbury Town Council (TTC) whether they will be nominating a replacement trustee and they have confirmed they will be putting it on the agenda for the full council meeting on Monday 24th February.

5. VAT ADVICE

Jamie Ponting (JP) explained how despite Tetbury Town Council agreeing to obtain VAT Advice at a meeting in November on whether it was lawful for them to run the Redevelopment Project and therefore reclaim the VAT, has not progressed as hoped or agreed.

Despite supplying all the information requested, on no less than five occasions the Town Clerk has changed the stance of Tetbury Town Council, making it impossible to obtain the advice in line with our project timescales. Indeed, the constant reneging of promises is putting the project timescales at risk which is particularly disconcerting given the timeline on the Big Community Grant.

With this in mind, we have obtained a quote for seeking our own VAT Advice on the project. Russell Moore, for a fee of £750, will meet to discuss the project, collate the information he requires and provide his recommendations in a written report. Post this, any work will be charged at £100 per hour, which is circa 20% of the usual commercial rate in this area.

The report will cover two main areas – how we structure the project to be as VAT efficient as possible and how we structure the charity to be as VAT efficient as possible during the project.

Other accountants have been contacted, but have been unable to supply a quote. Although standard policy is to obtain three quotes, given the timescales involved and attempts made, PB proposed we move forward with commissioning the report from Russell Moore. This was seconded by Mark Schumm (MS) and all present were in favour.

JP will book the initial meeting.

ACTION: JP

6. S106 Update

Discussions have been ongoing with Tetbury Town Council to clarify the position of how S106 funds will be forwarded, however, as per the VAT Advice, they have yet to provide a definite response.

We have therefore requested Tetbury Town Council do not chase any further S106 on our behalf until this has been clarified and also requested absolute clarification on how the funds can be forwarded to us as soon as possible. This request, despite chasers, has been ignored for two weeks.

While the funds remain with TTC, they currently sit in a deposit account having matured from their fixed term despoit. It was proposed by Paul Jones (PJ) and seconded by PB, that the funds be placed in a three month fixed saver with Lloyds. All present agreed.

JP will confirm this to the Town Clerk.



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ACTION: JP

7. Plot 8 Update

KF has written to the Land Registry to request the required wording in respect of Tetbury Town Council's role as custodial trustees to be added to the Land Registry entry. They have written back and confirmed as the record has been set up incorrectly, the only ones who can update it are TTC.

It was therefore agreed that during the Relationship Meeting on Thursday 20th February, SS would verbally request for this to be done by TTC as in their role as custodian trustee they are legally obliged to act on any lawful instruction of the management trustees.

ACTION: SS

KF will provide a copy of the required wording to SS & JP.

ACTION: KF

A report has been sent to the Charity Commission in respect of Plot 8 and this has been followed up with a telephone call. They have confirmed the matter will be referred to a Case Officer within 30 days. A copy of the report has also been provided to TTC, however they have as yet to respond.

PB also requested SS write to the Charity Commission to request the matter be reviewed as a matter of urgency.

ACTION: SS

Given the complexity of the land matters being discussed, and in light of the significance of the Redevelopment Project, SS queried whether it would be an appropriate time to consider the appointment of a charity specialist legal team to have on call should they be required. All present agreed this would be an appropriate action to take. PB agreed to look into a potential appointment and report back at the next meeting.

ACTION: PB

8. Booking Review Update

A meeting was held a couple of weeks ago and everyone has a set of actions to complete prior to another meeting.

Post this meeting, a full proposal will be presented at the March meeting of the trust.

SS needs to meet with KF to ensure that invoicing can be integrated into the process.

ACTION: SS/KF

9. Pricing Review

Darby Law has been reviewing activity and bookings in the Community Hall and has identified the space has been underutilised at times due to our pricing being too high for activities such as children's parties.



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DH has done some analysis and modelling of our current usage and also our pricing model.

There was a general consensus that our commercial rates are appropriate, however for community use we could reduce to become more competitive and also in line with our charitable aims.

It was agreed for a trial period, we would allow slots to be booked for £30 between 9AM-1PM-1 and 1PM-5PM for community use (e.g. children parties). This would be advertised on the website and also in the Tetbury Advertiser.

ACTION: SS

10. Recreation Ground Funding Update

PJ confirmed the grant applications have been written up, however as per our grant applications with Sport England and the National Lottery, the incorrect Land Registry entry is delaying the process. The application forms need submitting by the end of February, otherwise we may miss out.

It was agreed the applications should be submitted based on the existing Land Registry entry but with confirmation we are in the process of getting this updated.

KF also queries where the half of the MUGA had gone following its removal and on what authority it had been removed historically as we were now receiving feedback this area would be useful.

ACTION: SS

The tree quotes were discussed and a proposal put forward to undertake a variety of tree maintenance activity as per PJ's email. The cost was c£3,200 and MS proposed we move forward with this. PJ seconded, with all present being in favour. PB confirmed she had checked the work was legal able to be completed with Cotswold District Council and they confirmed it has. The tree surgeon had also checked conservation maps and confirmed it was allowable work.

11. CORRESPONDENCE

Chris French has deposited money in our bank account from Tetbury Lions towards work required in the playground. JP also confirmed he would bring a team of 20 individuals to do basic renovations and painting when the weather was better.

Lots of emails were being received on the Dog Foul bins, however the bin has now been removed.

Tetbury Rugby Club want to put a marque up on two occasions on the Recreation Ground and they have been directed to PJ to discuss. It was noted that the Rugby Club also have pitch renovation work outstanding which would be required to be completed at the end of the rugby season.

12. DATE OF NEXT MEETING

It was agreed the next meeting would be on Tuesday 17th March at 7.15PM.



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13. AOB

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

- A price needs to be agreed with the Flower Show which will be an indoor only activity in 2020 with no use of the Recreation Ground.
- A letter to HRH has been drafted. JP will share this with the group ad subject to no objections, will post.

ACTION: JP

There being no other business, the meeting closed at 9.10PM.



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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	01/10/2019
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	036	KF to reclaim damages of c£800 in relation to the December event which caused damage.	KF	18/02/2020
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	040	PJ to progress with tree maintenance ASAP post review of the quotes.	PJ	18/02/2020
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
18/02/2020	044	JP to set up an initial meeting with Russell Moore to obtain VAT advice.	JP	28/02/2020
18/02/2020	045	JP to inform the Town Clerk to invest \$106 funds into a Three Month Fixed Rate deposit account.	JP	28/02/2020
18/02/2020	046	SS to request the Mayor ensure the Land Registry entry is updated to include the relevant caveat wording in respect of the land being held by TTC as custodian trustees.	SS	20/02/2020
18/02/2020	047	KF to provide SS & JP with a copy of the relevant wording which needs to be added to the Land Registry entrée.	KF	20/02/2020
18/02/2020	048	SS to write to Charity Commission to request for a prioritisation of the review of the report on Plot 8.	SS	28/02/2020
18/02/2020	049	PB to research potential legal	PB	17/03/2020



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		representations with charity experience.		
18/02/2020	050	SS & KF to meet to discuss how invoicing can be integrated into the booking process.	SS/KF	17/03/2020
18/02/2020	051	SS to update Darby on decision regarding community booking special offer and advertise in his monthly column in Tetbury Advertiser.	SS	17/03/2020
18/02/2020	052	SS to investigate the disappearance of the MUGA.	SS	17/03/2020
18/02/2020	053	JP to share draft letter on Redevelopment Letter planned to be sent to HRH.	JP	28/02/2020