



DOLPHINS HALL MANAGEMENT COMMITTEE

New Church Street, Tetbury, GL8 8DS

Charity Number: 274956



MONTHLY TRUSTEE MEETING TUESDAY 21st AUGUST 2018 TETBURY TOWN COUNCIL OFFICES

Present	Apologies
Steve Scott (Chair – Youth Club)	Paul Jones (Cricket Club)
Sandra Ball (Tetbury Town Council)	Richard Witchell (Tetbury Upton Parish Council)
Jamie Ponting (Resident)	David Hobson (Dolphins Dramatic Society)
Kevin Farnham (Film Society)	Pete Martin (Club 77)
Patricia Burrell (WI)	
Jon Easterbrook (Tetbury Town Council)	
Richard Norris (Football Club)	

1. CHAIRPERSON'S OPENING COMMENTS

The Chair, Steve Scott (SS) convened the meeting at 7.00PM. He noted his ambition of shortening the length of the main trustee meetings by looking to more formally adopt a sub-committee structure. He also confirmed the former Chair had now provided all historical paperwork in relation to the Dolphins Hall, which he had available with him this evening.

2. APPROVAL OF PREVIOUS MINUTES

The minutes from the meeting held on Tuesday 7th August were approved as a true and accurate reflection of the meeting. This was proposed by Jon Easterbrook (JE) and seconded by Sandra Ball (SB). All other trustees were in favour apart from Richard Norris (RN) and Patricia Burrell (PB) who abstained due to not being present at the meeting in question.

3. ACTIONS FROM PREVIOUS MINUTES

The following updates were provided on the outstanding actions:

DATE	NUMBER	ACTION	OWNER	TARGET DATE	UPDATE
24/07/2018	003	Contact to be made with Rugby Club & Feofees to request new representation.	SB	25/07/2018	Completed – no response received from the Rugby Club, while the Feofees and Bowls Club have declined representation on the trust at this stage.
07/08/2018	020	Ask Tara Niblett if she would be prepared to take minutes for the Investigation Team.	SB	10/08/2018	Completed.
07/08/2018	021	Review the situation regarding overflowing Dog Fouling Bins on	PJ/SB	10/08/2018	Completed – PJ had obtained bags from TCC offices and had clarified



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		The Rec.			the bin collectors will not walk over The Rec to collect, instead the bins must be emptied and left at the entrance to The Rec.
07/08/2018	022	Release online Public Consultation survey.	JP	19/08/2018	Completed – survey launched on 17/08/2018.

4. CORRESPONDENCE

Two items of correspondence have been received by the Chair:

- An email from CRS Solicitors containing two outstanding invoices for legal advice provided to the Trust amounting to - £2,380. The invoices do not provide detail as to the advice provided, nor was the spending of this money approved by the trustees at any point. SS confirmed he has requested that CRS provide a copy of the advice given and PB suggested we should not pay the invoices until this has been provided. SB proposed writing to the previous chair to clarify what advice was provided.

ACTION: SS

- Correspondence had been received in various forms from previous workers for the Dolphins Hall requesting for their names to be removed from previous minutes. It was suggested the names should be redacted and a general policy implemented that any personally sensitive data or information be redacted from minutes prior to them being published to ensure we were GDPR compliant. This was proposed by PB and seconded by JE. All other trustees were in favour.

ACTION: KF

5. CHAIRPERSON'S REPORT

SS confirmed under his report he wished to give an update on the proceedings of the Investigation Team in relation to the allegations made by former trustees. Given SB had conducted these activities, at this point he handed over to SB to provide an update.

Those former trustees who had been offered the opportunity to meet to provide evidence to substantiate the claims made in their resignation letters had declined to do so in discussions with SB.

Although not one of the trustees originally offered a meeting, the former Vice Chair (Colin Pearce) had approached SB asking for a meeting. At the meeting he presented a number of questions to the remaining trustees and provided some further information but no evidence to support the claims in the other trustees' resignation letters.

As well as an opportunity of a meeting, the individuals who had been contacted also had a deadline of 24th August to provide evidence via email. After a general discussion it was proposed an email acknowledgement would be sent to those who had declined a meeting, reminding them of their right to submit evidence via email in advance of the deadline. The acknowledgement email would also confirm, if no evidence was provided, the Investigation Team would have to dismiss the claims as unsubstantiated due to lack of evidence.



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Should this be the end result, a press release to the Wilts & Glos Standard would be made, which would be approved via email in advance of its submission to the paper.

ACTION: SS

SS moved on to discuss the current committee structure and his belief we needed to formalise the sub-committee structure and the membership of each of these sub-committees. The sub-committees could be attended by anyone, however only those with membership could vote on matters arising. Any decisions made by the sub-committees would need ratification from the main committee, unless there was a specific delegated power enabling the sub-committee to proceed.

Agendas for each sub-committee will be issued and distributed around all trustees in advance of their individual meetings, while minutes should be released at least a week before the main committee meeting to enable all trustees the opportunity to review these.

The following committee memberships were approved:

- House Committee – to remain at one (PB – Chair) for the interim period given the impending closure of the Hall;
- Admin & Legal Committee – chaired by Kevin Farnham (KF) with David Hobson (DH), Peter Martin (PM), SB & PB as members. *Membership proposed by Jamie Ponting (JP), seconded by JE, with all other trustees in favour.*
- New Build Project Committee – chaired by JP with SS, KF, PB, JE & Paul Jones (PJ) as members. *Membership proposed by SB, seconded by RN, with all other trustees in favour.*
- Grounds Committee – chaired by PJ with standing membership for Rugby Club, Football Club, Cricket Club, Bowls Club, Youth Club and Residents. This means membership would currently be RN, SS & JP. *Membership proposed by PB, seconded by SB, with all other trustees in favour.*

6. HOUSE REPORT

PB noted the bins were overflowing and had managed to negotiate a free collection from Suaz today.

PB also queried where table cloths were laundered previously, with SB confirming the previous chair had an arrangement with Johnsons in Cirencester.

A number of questions were posed around existing bookings, with SS confirming he had some additional information which he could share with PB. It was noted the existing Booking Form was not fit for purpose, missing a number of key details. It was agreed moving forward this would need to be reviewed, but was not a priority at this time.

ACTION: SS

7. GROUNDS REPORT



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It was noted the general condition of the facilities at The Rec were poor given the extreme summer which had been experienced, although it was pleasing to note litter has been kept under control due to the regular litter picks.

The August litter pick rota shows the Cricket Club. SS to ask Malc Philby if the litter picking equipment can be borrowed to complete this.

ACTION: SS

RN noted our current CCTV position and a general discussion in respect of this took place in respect of our legal obligations in this area given the introduction of GDPR legislation. The Admin & Legal Committee will review the requirements in this area.

ACTION: KF

RN requested support for the Football Club in repairing pitches through the purchase of top soil to assist filling in the large cracks. A £300 budget was proposed by PB for the Grounds Committee to complete this activity. This was seconded by SB and approved by all in favour. RN will pick up with PJ & JP who purchased top soil for the Summer Show preparations to ensure best price is obtained. It was also noted however that a longer term management strategy needs to be implemented by the Grounds Committee as this has been lacking previously.

ACTION: RN

PJ in an email had also highlighted Pete Kirtpatrick had been wrongly informed the remaining trustees could not afford to cover invoices at this time and had requested whether we wished for him to cease his work. SS confirmed it was operations as usual and all contracts would be honoured. Invoices should be sent to the admin@ email address where KF will organise payment.

ACTION: PJ

8. ADMIN & LEGAL REPORT

The report provided by KF is attached as Appendix 1.

In addition to the report, two additional points were discussed:

- The booking administrator still has a laptop purchased by the Dolphins Hall which has yet to be returned

ACTION: SS

- It was agreed any existing regular bookings who had yet to find a temporary location for the period of the project could continue to use the hall throughout September.

9. NEW BUILD PROJECT REPORT



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JP provided the following update:

- The online survey was released last week and over 50 responses had been received;
- There was no Project Board update as the meeting of the board is tomorrow. JP will provide an update via email if there is any significant development;
- Two dates for a drop in session at the Dolphins Hall to provide face-to-face responses to the survey had been agreed as Saturday 25th August (9-11) and Wednesday 29th August (7-9).

PB requested for notices about the online survey to be displayed around town.

ACTION: JP

SS requested a factsheet of bullet point reasons why the extension plans have been reviewed and delayed as this was likely to be the most frequently asked question at the sessions.

ACTION: JP

SS also requested the Drama Group be considered and in particular to seek their views on a temporary staging.

ACTION: JP

A third trustee is yet to be appointed to the Project Board. It was agreed this would be a decision delegated to the New Build Project Committee to make at their first meeting.

10. PUBLIC RELATIONS

The trustees acknowledged the recent social media posts where it has been alleged specific User Groups are attempting to divert funding from the new build project. While this was discussed, it was felt no statement on this was required as there was no evidence to support the claims and no requests have ever been received by the Dolphins Hall to look at the reallocation of any of the funding.

11. AOB

SB confirmed £173,000 of Section 106 funding from the SIAC development has now been received by Tetbury Town Council.

SB also requested Stephen Holley attend the next Project Board meeting in an observatory capacity and this request was supported by JP.

12. NEXT MEETING

It was agreed the next meeting would be at 7PM on Tuesday 18th September 2018, to be held at Tetbury Town Council Offices.

Meetings will now revert to monthly, aiming to be on the third Tuesday of the month. Minutes from sub-committee meetings are requested to be distributed by 14th September where possible.



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13. OUTSTANDING ACTIONS

DATE	NUMBER	ACTION	OWNER	TARGET DATE
21/08/2018	022	Contact Maggie Haven (previous chair) to request clarification on legal advice sought from CRS.	SS	31/08/2018
21/08/2018	023	Redact former workers names from previous versions of the minutes.	KF	31/08/2018
21/08/2018	024	Issue acknowledgement email to former trustees in respect of their decision to decline a meeting with the Investigation Team.	SS	22/08/2018
21/08/2018	025	Forward PB information on bookings which had been received.	SS	31/08/2018
21/08/2018	026	Request litter picking equipment from Malc Philby.	SS	22/08/2018
21/08/2018	027	Review legal and data requirements in respect of CCTV.	KF	18/09/2018
21/08/2018	028	Purchase top soil within Ground Committee budget of £300.	RN	31/08/2018
21/08/2018	029	Inform Pete Kirtpatrick of address to send invoices to.	PJ	31/08/2018
21/08/2018	030	Request return of laptop from former cleaner.	SS	31/08/2018
21/08/2018	031	Produce notices to be displayed around town in respect of the ongoing public consultation.	JP	22/08/2018
21/08/2018	032	Produce a factsheet of problems with the extension for the open sessions.	JP	25/08/2018
21/08/2018	033	Seek views and opinions of Drama group.	JP	31/08/2018

Appendix 1

Dolphins RCT Admin group

Brief progress summary for meeting 21st August 2018

Banking etc

Lloyds Bank:

Chased up the change of signatories via Lloyds Bank customer helpline. Was told I would have to go into branch with ID. Went into Cirencester branch. There were a couple of problems with the transfer of mandate form. One missing signature and the names of the existing signatories weren't consistent with the bank's records. Existing signatories are actually CP, MP, SB and PB. So we are currently able to make cheques. The current rules are two sigs for payments, all sigs for other changes (accounts, mandates etc). A replacement mandate form has been prepared, to replace CP and MP with SS and KF, as per previous instructions. SG is not a signatory, though has internet banking access.

Invoices to be paid:

Tetbury Hardware, PF Web Design, Suez, Charles Russell Speechlys (requires discussion, since this is a significant amount and may not have been authorised by the committee), Topsoil? any others?


Reimbursements of costs to Trustees who have been kind enough to pay for items themselves in the interim.

Documentation / Access to information

Dropbox has lots of stuff in it now. Need to check with Trustees if they would prefer web access only, or a linked Dropbox folder on their device.

Have published three sets of minutes to the website. People have been taking notice. There have been some positive comments on facebook as well as some sniping, including comments obviously intended to undermine. Minor notes added to the Minutes web page partly correcting the incorrect statements on social media.

Treasury / Secretary Documentation

Have now received the laptop from 

Bookings / Contact emails

Have received a couple of enquiries about bookings. We need to confirm our standard response to these, plus it would be useful to put the same on the website.

There are forward bookings shown on the calendar on the website. Will speak to council to confirm that we can edit forward bookings to remove any that might be misleading. – Tara can edit bookings for us, access password saved on her computer.

Invoicing of Bookings

(unchanged) We will need to raise invoices for bookings in August soon. Suggest we add a note to confirm the closure start and remind regular users that the hall will be closed for a period. Is it feasible for us to continue to allow simple-use (just the hall, no service needs) bookings / use on a short-term notice (within a fortnight / month?) basis until we have a build start date?

Costs of events

The final cost of the event on 11th August is yet to be calculated, but overall it resulted in a very significant loss. Costs included £320 for the acts (singer and DJ), £140 for short notice bar staff that Scotty was able to arrange, plus various publicity costs, presumably including the vinyl banner over the notice board. The door receipts for eight customers at £5 each was £40, with modest bar receipts to match. A thumping great loss, but maybe an important lesson. Possibly a prompt that we should consider whether DH should run its own entertainment events at all, or at least be clear on the cost risks of doing so, or should we as a rule just provide the facilities?

Committee membership

PB and DH have agreed to join the Admin group. There are non-trustees we may be able to co-opt to help out with some of the review work.