



DOLPHINS HALL MANAGEMENT COMMITTEE

New Church Street, Tetbury, GL8 8DS

Charity Number: 274956



MONTHLY TRUSTEE MEETING

TUESDAY 8th JANUARY 2019

TETBURY TOWN COUNCIL OFFICES

Present	Apologies
Steve Scott (Chair – Youth Club)	Sandra Ball (Tetbury Town Council)
David Hobson (Dolphins Dramatic Society)	Richard Witchell (Tetbury Upton Parish Council)
Patricia Burrell (WI)	
Kevin Farnham (Film Society)	
Jon Easterbrook (Tetbury Town Council)	
Peter Martin (Club 77)	

1. CHAIRPERSON'S OPENING COMMENTS and APOLOGIES

The Chair, Steve Scott (SS) convened the meeting at 7.09PM.

The quorum for the board is 5; 6 trustees are present.

Apologies were received from Sandra and Richard.

2. MINUTES OF PREVIOUS MEETINGS

a. 20th November

No corrections were noted. PB proposed acceptance of these minutes. KF seconded. All voted in favour except PM who abstained (absent from meeting).

b. 4th December

No corrections were noted. DH proposed acceptance of these minutes. PM seconded. All voted in favour, except JE who abstained (absent from meeting).

These minutes, with alterations noted above, were proposed as accurate by Patricia Burrell, Seconded by Sandra Ball, all trustees voted in favour.

3. MATTERS ARISING FROM PREVIOUS MINUTES

#027 CCTV - Still to review; revised due date end of year (if there is a pressing need for it)

#035 Secretary – SS still to progress. Defer deadline to 28th.

#037 Terms of Reference - JP to provide update; potentially being redone due to change in approach.

#038 Locks –Owner changed to KF; ongoing.

#039 Leases overview - Ongoing

#040 Car parking letter - Ongoing

4. Correspondence

SS obtained the minutes re public meeting held by the district councillors (MH/TS). A brief discussion was held, resulting in the following statements:

“This committee is already aware of the issues that were raised, and do not believe we need to do anything.”



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“We are concerned with the continued allegations of bullying being raised by former committee members, especially as they have indicated to ourselves that they did not wish to substantiate the allegations when the offer of an independent investigation was offered”.

SS received correspondence from Colin Pearce following the last full council meeting (10th Dec) with questions that the council were asked to answer/forward to us. These questions will be forwarded to trustees.

ACTION 041: SS to forward questions

5. CHAIRS REPORT

The chair thanked everyone for their hard work; people have picked up the baton well and worked effectively as a committee. Thanks especially to KF, SB and David-LugardBrain (accounts), JP on the project front and Paul re rec.

Would like to see the following months running as we should be.

6. NEW BUILD Report

Engaging with MP over the £225k. We have written confirmation of use regards the S106 monies from CDC.

No meeting on 13/14th December with MP; JP/SS sent email to GCC (via Stephen Hirst) requesting extension with all the details. Received correspondence on 3rd/4th acknowledging the request. Requested meeting with SS/JP at the hall on Friday regarding how to raise the shortfall for phase 2.

Second consultation – perhaps less footfall than the first, but seemingly more positive. People raised issue of more and different sports on the rec.

Going back to the architects next week taking into account the feedback (user groups and sessions).

ACTION 043: JP to arrange project team meeting.

Provisionally set date for Phase 2 consultations; plans by end of Feb (24th).

PM left the meeting at this point (20:18; quorum is 5, 5 trustees are present).

7. ADMIN & LEGAL

Could miss filing deadline for 2017-2018 accounts/return to Charities Commission due to inaccuracies in the figures which we are attempting to unpick. (Opening balances on the returns do not match closing balances of the preceding years return).

KF/DLB are attempting to reconcile accounts vs the audited figures from McGills.

DH proposed a major incident be raised with the charities commission about this, and ask for advice on what to do. JP seconded. Everyone was in favour.

ACTION 042: KF raise major incident with charity commission regards to veracity of accounts.

Car parking permits; proposed to raise to £500/year from May.

PB proposed the motion, JE seconded, everyone voted in favour.



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Heaters in the hall are being fixed next Tuesday by the manufacturers (£430+VAT+PARTS, £100+VAR for servicing). They can also do an annual service, to be scheduled for the future.

Paul asked for last seasons' invoice and this seasons for the cricket club.

8. HOUSE

Not much to report on at this time, however a number of actions were noted:

ACTION 043: CLEANER required.

ACTION 044: Recycling for glass/cans proposal for next meeting.

9. GROUNDS

- 3 benches (broken) by the playground have been moved behind the ambulance shelter. Need to be disposed of.
- 2 new picnic tables ordered by TTC. We need to order 2.
- Hedge cutting occurring next month.
- Rec has been aerated again. Another aeration next month.
- Piles of soil to be dealt with.
- Litter picking tomorrow.

Grant request to be submitted to TTC (for 2018-2019).

ACTION 045: SS – Submit grant request to TTC.

10. PUBLIC RELATIONS

Nothing that has not been previously covered.

Thought that the FoDH facebook page could have a follow up post acknowledging the receipt of their minutes.

ACTION 046: SS – Post acknowledgement.

11. AOB

PB – Raised the issue of the POD licence.

Paul – Pearces not on commercial register for work.

JP – Raised issue of leases/licenses, reviews, Rights of Way from Rugby club

ACTION: 047 – DH to look at.

12. DATE OF NEXT MEETING

- Provisionally Tuesday 19th Feb TTC. TBC..

OUTSTANDING ACTIONS

DATE	NUMBER	ACTION	OWNER	TARGET DATE
21/08/2018	027	Review legal and data requirements in respect of CCTV.	KF	31/12/2018
23/10/2018	035	Identify a potential candidate to be secretary for the trust.	SS	31/12/2018
23/10/2018	037	Provide feedback on Project Board	JP	TO REVISE



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		Terms of Reference.		
20/11/2018	038	Sort out locks/keys for rear room/storage cupboards	KF	Ongoing
20/11/2018	039	Overview of leases/payments/review period	Admin & Legal	Next meeting
20/11/2018	040	Letter for car parking permits	Admin & Legal	Next Meeting
8/1/2019	041	Questions from CP to be forwarded/answered	SS	Next Meeting
8/1/2019	042	Project team meeting	JP	COMPLETE
8/1/2019	043	Cleaner required for hall	PB	Next Meeting
8/1/2019	044	Proposal re recycling glass/metal	PB	Next Meeting
8/1/2019	045	Grant request for 2018-2019	SS	Next Meeting
8/1/2019	046	Acknowledge minutes from CDC meeting	SS	Next Meeting
8/1/2019	047	Leases/Licenses/Rights of Way	DH	Next meeting?