



DOLPHINS HALL MANAGEMENT COMMITTEE

New Church Street, Tetbury, GL8 8DS

Charity Number: 274956



DOLPHINS RECREATION CENTRE MONTHLY TRUSTEES MEETING

TUESDAY 24th NOVEMBER 2020

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)
Kevin Farnham (Film Society)	Darby Law (Feofees)
Jon Easterbrook (Resident)	
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 MEETINGS – 27th OCTOBER 2020

Patricia Burrell (PB) proposed the approval of the minutes from the meeting on 27th October 2020 and this was seconded by David Hobson (DH). All were in favour, apart from Paul Jones (PJ) who abstained.

3. MATTERS ARISING

The below table notes the updates on matters arising from the previous minutes:

DATE	NUMBER	ACTION	OWNER	Update
26/05/2020	069	SS to conduct VAT analysis to determine exact date for registration and share these figures on Slack.	SS	Ongoing.
26/05/2020	070	SS to complete VAT registration process with HMRC.	SS	Ongoing.
21/07/2020	085	Appoint a Bookkeeper	SS	Ongoing.
25/08/2020	096	Make COVID-19 Signs for the Toilets	DH	Prepared and ready for re-opening.
25/08/2020	098	Research potential drugs policy	SS	Ongoing.
25/08/2020	099	Add drugs policy to agenda for September meeting	SS	Carried forward to 2021.
25/08/2020	100	Research and obtain quote for WIFI/CCTV	SS	SS and PJ to have a detailed discussion to create an appropriate solution.
28/09/2020	103	Consider items to be added to an annual admin calendar.	ALL	Ongoing.



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27/10/2020	104	KF to calculate bills owed on Sports Pavilion and produce invoice and calculations for Cricket Club.	KF	KF expecting revised bill during December and will calculate appropriate amount accordingly.
27/10/2020	105	JP to inform Rugby Club of deadline for supplying relevant certification or be advised of temporary closure of the facility.	JP	Completed – deadline expires on 27 th November 2020.
27/10/2020	106	JP to arrange for completion of required electrical maintenance for EICR certificate to be issued on Changing Facility (£1,000 budget authorised).	JP	Completed – work to take place on Monday 30 th November & Tuesday 1 st December.
27/10/2020	107	Determine process and amends to enable monthly invoicing of bills in relation to the Sports Pavilion.	KF	As per update under 104, waiting for SSE to come back.
27/10/2020	108	Arrange an EICR on the Bowls Club Clubhouse within a budget of REDACTED .	JP	Ongoing – Bowls Club have confirmed they are undertaking this activity themselves.
27/10/2020	109	Arrange increase in buildings insurance from REDACTED (with existing broker, subject to cost increase not being excessive).	KF	Broker has requested further detail and SS will assess the buildings this week.
27/10/2020	110	Arrange for Bowls Club valuation to take place by obtaining further quotes and gaining Bowl Club agreement on the party to be used to conduct the valuation.	JP	Ongoing – Bowls Club have written to query the process.
27/10/2020	111	Share lease agreement with TAYCT and arrange to be signed.	SS	Ongoing.
27/10/2020	112	Issue Expression of Interest press release to the Standard for publication in their next edition.	SS	Closed.
27/10/2020	113	Prepare a draft pricing policy for charity and community users of the Rec and the Hall.	DH	Completed – to be discussed during tonight's meeting.
27/10/2020	114	Prepare a business case proposal for taking on a lease on the Community Hub building.	SS	Information requested from TTC and asked for clarification on how the DRC could help and support, however no response has been received.
27/10/2020	115	Order Christmas Tree within £100 budget.	PB	Completed.
27/10/2020	116	Request green horsebox to stop parking within the car park in New Church Street.	JE	Completed.



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27/10/2020	117	Compile list and copies of all receipts for electrical work conducted over the past five years.	KF	Ongoing.
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4. UPDATE ON LEASES AND LICENCES

The Bowls Club have yet to agree to the appointment of Barnsdale as the independent firm to conduct the rental review which has been outstanding since July. We have replied to their latest correspondence requesting a final decision on this by Tuesday 1st December, after which point we will look to proceed with the valuation.

JP also shared correspondence he had received from the Bowls Club requesting not to have to make a donation which was required under the permission granted to them to use an area of the car park for storing the spoil from their building project.

After much discussion on whether to enforce this requirement, it was agreed a pragmatic stance was required and this term of the agreement would not be enforced. It was though noted the current permission for JP to agree additional use of the facility directly with the Bowls Club would need to be revoked as the existing arrangement had failed to result in the agreement being completed in good faith.

All future requests will need to be referred to a full trustee meeting to be reviewed, including specific payment terms for usage being agreed. JP to provide an update to the Bowls Club.

ACTION: JP

The Cricket Club have again chased for the balance of their bills from their lease of the Sports Pavilion between May and August. They have also advised they have a committee meeting on Thursday where they will be voting on signing of the leases and licences for 2021 following the latest round of amendments issued following the review at the last DRC meeting.

The Football Club have acknowledged their outstanding invoice amounts for 2018/19 and 2019/20 and agreed a payment schedule to have these repaid by the end of the financial year, starting with an initial payment on 1st December 2020 and concluding on 1st March 2021. Discussions are ongoing on their leases and licences, with all terms agreed with the exception **REDACTED**.

A request had been received by the Football Club for the trustees to consider providing the Football Club with a licence where responsibility for maintenance sat with DRC rather than the Football Club. It was noted given the licence had already started and the pitches were already in use, this change in agreement wouldn't be feasible in the current period, but could be considered in future periods. If required, this should be discussed early in 2021 ready for the 2021/22 season.

JP also presented a list of items provided by the Football Club which they requested either to be able to repurpose when the building is demolished or which they believed they owned.

The list was reviewed and it was agreed JP would respond confirming those items which were agreed to be owned by DRC, but none of which were intended to be used in the new facility, so which we would be open to discussing further with the Football Club at a time when the timelines for demolition are more certain.

ACTION: JP



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The Rugby Club have provided numerous points of feedback on their lease and licences, requesting a number of significant amendments. These requests were reviewed in detail during the meeting. Majority of the requests were deemed inappropriate and therefore were rejected, although there were a number of points where the trustees agreed to make changes. These changes would be applied across all leases & licences to ensure consistency and fairness within the agreements across all clubs.

ACTION: JP

A Gas Certificate has been supplied by the Rugby Club to cover the installation of the showers, but the Electrical Certificate is still outstanding, but the inspection was scheduled to take place today. The 30-day notice agreed at the last meeting was issued on 28th October and therefore concludes on Friday 27th November. JP is actively chasing Rugby Club to ensure this is resolved within the required timescales. In the event they are not, given the current lockdown preventing participation in grassroots sports until 4th December, it was agreed the notice period for provision of the certificate could be extended until Friday 4th December.

ACTION: JP

It was also requested for JP to inform all clubs of the need for these discussions to conclude before the end of the year, otherwise continued use of the facilities without a lease or licence would not be permitted.

The Youth Club licence is due to be presented to their trustees in December. An invoice would need to be raised for their usage of the space.

ACTION: KF

JP noted while he had emailed Gloucestershire Guild of Craftsmen for an update on their licence, given it expires at the end of the year, no response had been received. JP will follow up with a call during December to issue notice or begin to discuss new terms for an extension.

ACTION: JP

5. UPDATE ON MOVE TO OFFICIAL CUSTODIAN AND PLOT 8

REDACTED FOR LEGAL REASONS

6. UPDATE ON REDEVELOPMENT PROJECT

JP the planning variation had been submitted to formally acknowledge the phasing of the Redevelopment Project to avoid the need to incur a CIL upfront. Councillor Colin Pearce as Chair of Planning has approached CDC Planning to say he believes the submission is incorrect as Tetbury Town Council own the land and not the DRC. CDC have been supplied a copy of the Court Order from the Charity Commission showing the land in title GR306383 is to be transferred to the Official Custodian and we await a response.

No S106 funding has been received, although we have been able to determine £138,868.99 was received as the figure of £124,800 was indexed and the request for these funds is due to be shortly reviewed by CDC.



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The two other S106 awards are still to be voted on by TTC, although it was confirmed at Full Council yesterday that this would be on the agenda for the December Full Council meeting (Monday 14th December).

Tenders had been received with **REDACTED**.

An application to CDC Planning has also been submitted to discharge three of the pre-commencement conditions around:

- No. 3 "Written Approval of Sports & Youth Building and Community Hall External Materials"
- No. 7 "Submit all Sports & Youth Building Details at 1:5 to the Local Planning Authority for written approval"
- No. 10 "Submit Landscape Scheme for Sports & Youth to the Local Planning Authority for written approval"

This means the only outstanding pre-commencement condition is the Construction Method Statement.

It was noted the Insurance Policy should be reviewed to ensure the cover in place for trustees on commencing a building project within the facility.

ACTION: KF

It was agreed a Special Trustees Meeting would be arranged for Thursday 3rd December to review the tenders in detail, including those provided by local builders **REDACTED**.

7. UPDATE ON TETBURY TOWN COUNCIL SERVICE LEVEL AGREEMENT

SS noted this was still ongoing, although given the current hostile behaviour from TTC it may be appropriate to remove the agreement to ensure the potential for further conflict is minimised.

It was noted this was due to be on the Full Council agenda for Monday 14th December 2020.

8. UPDATE ON COVID

The Hall remains closed at present and PB has applied for a further CDC grant.

9. CORRESPONDENCE

TAYCT have provided an outline request for trustees to consider the feasibility of introducing additional shelter and lighting for use, particularly by youths, during the dark evenings within the Recreation Ground.

The trustees were happy for TAYCT to conduct further research to put together a full proposal for trustees to review. It was advised that TAYCT within their research should ensure they cover funding, how to avoid conflict with funding for the Redevelopment Project, a ten-year maintenance plan, the management of anti-social behaviour and litter and views from Community Police.

10. DATE OF NEXT MEETING

The next meeting date was agreed as Tuesday 15th December 2020 at 7.15PM. A decision will be taken closer to the time on the location of the meeting depending on social distancing guidelines in force at that time.



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11. AOB

JP noted it would be beneficial for the trustee to receive a monthly financial report as part of each monthly meeting.

ACTION: KF

There being no other business, the meeting closed at 22:30PM.



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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
21/07/2020	085	Appoint a Bookkeeper	SS	25/08/2020
25/08/2020	096	Make COVID-19 Signs for the Toilets	DH	28/09/2020
25/08/2020	098	Research potential drugs policy	SS	28/09/2020
25/08/2020	099	Add drugs policy to agenda for September meeting	SS	28/09/2020
25/08/2020	100	Research and obtain quote for WIFI/CCTV	SS	28/09/2020
28/09/2020	103	Consider items to be added to an annual admin calendar.	ALL	20/10/2020
27/10/2020	104	KF to calculate bills owed on Sports Pavilion and produce invoice and calculations for Cricket Club.	KF	24/11/2020
27/10/2020	107	Determine process and amends to enable monthly invoicing of bills in relation to the Sports Pavilion.	KF	24/11/2020
27/10/2020	108	Arrange an EICR on the Bowls Club Clubhouse within a budget of £500.	JP	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).	KF	24/11/2020
27/10/2020	110	Arrange for Bowls Club valuation to take place by obtaining further quotes and gaining Bowl Club agreement on the party to be used to conduct the valuation.	JP	24/11/2020
27/10/2020	111	Share lease agreement with TAYCT and arrange to be signed.	SS	24/11/2020
27/10/2020	113	Prepare a draft pricing policy for charity and community users of the Rec and the Hall.	DH	24/11/2020
27/10/2020	114	Prepare a business case proposal for taking on a lease on the Community Hub building.	SS	24/11/2020
27/10/2020	117	Compile list and copies of all receipts for electrical work conducted over the past five years.	KF	24/11/2020
24/11/2020	118	JP to advise Bowls Club of outcome of discussion regarding the required donation and future process for requesting use of the car park.	JP	30/11/2020
24/11/2020	119	JP to respond to the Football Club's list of ownership and repurposing of items.	JP	30/11/2020



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24/11/2020	120	Update all leases & licences and reissue to Sports Clubs.	JP	30/11/2020
24/11/2020	121	Advise Rugby Club of extension to provide Electrical Certificate by 04/12/2020.	JP	30/11/2020
24/11/2020	122	Prepare invoice for TAYCT for use of the Youth Room.	KF	30/11/2020
24/11/2020	123	Telephone Guild of Gloucestershire Craftsmen to discuss container licence.	JP	30/11/2020
24/11/2020	124	Review insurance policy to confirm cover we have regarding building developments.	KF	15/12/2020
24/11/2020	125	Provide a monthly financial summary for the next trustee meeting.	KF	15/12/2020