



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



MONTHLY TRUSTEE MEETING
TUESDAY 23rd OCTOBER 2018
TETBURY TOWN COUNCIL OFFICES

Present	Apologies
Steve Scott (Chair – Youth Club)	None
David Hobson (Dolphins Dramatic Society)	
Jamie Ponting (Resident)	
Kevin Farnham (Film Society)	
Patricia Burrell (WI)	
Jon Easterbrook (Tetbury Town Council)	
Richard Norris (Football Club)	
Peter Martin (Club 77)	
Richard Witchell (Tetbury Upton Parish Council)	
Paul Jones (Cricket Club)	
Sandra Ball (Tetbury Town Council)	

1. CHAIRPERSON'S OPENING COMMENTS

The Chair, Steve Scott (SS) convened the meeting at 7.00PM.

He set himself an action to find a secretary to support trust activities by the end of the year.

ACTION: SS

2. APPROVAL OF PREVIOUS MINUTES

The minutes from the meeting held on Tuesday 18th September were approved as a true and accurate reflection of the meeting. This was proposed by Sandra Ball (SB) and seconded by David Hobson (DH). All other trustees were in favour, apart from Paul Jones (PJ) and Richard Witchell (RW) who abstained due to not being present at the meeting in question.

It was noted Maggie Heaven's (MH) name was spelt incorrectly and needed to be updated.

3. ACTIONS FROM PREVIOUS MINUTES

The following updates were provided on the outstanding actions:

NUMBER	ACTION	OWNER	TARGET DATE	UPDATE
027	Review legal and data requirements in respect of CCTV.	KF	18/09/2018	Carried forward.
034	Share proposed ToR for the Project Board.	JP	16/10/2018	Completed.

4. MATTERS ARISING FROM MINUTES



DOLPHINS HALL MANAGEMENT COMMITTEE

New Church Street, Tetbury, GL8 8DS

Charity Number: 274956



SS has contacted MH to provide clarification on the legal advice she previously received. This has been sent out in the last couple of days and a response is awaited.

5. CORRESPONDENCE

No items of formal correspondence were received by the Chair since the last meeting.

6. CHAIRPERSON'S REPORT

SS previously shared via email a proposal in respect of the Bowl's Club Hedge. They have already removed the hedge, however for completeness requested the request be approved. This was proposed by Patricia Burrell (PB) and seconded by RW. All present were in favour, with no abstentions.

SS also raised how at yesterday evening's Tetbury Town Council meeting, both MH and Tina Stevenson (TS) provided reports raising concerns about rumours they had heard about in respect of the non-progress of the Dolphin's Hall Redevelopment Project. They inferred they had spoken to 'lots' of people about this and as such, as district councillors, thought they should call a public meeting to give the town the opportunity to ask questions.

He noted no questions from any kind had been received from the district councillors at any point and neither has an invite to the meeting been forthcoming. A provisional booking has been made to use the hall, although no booking form has been returned.

After much discussion, it was proposed by PB we shouldn't attend the proposed meeting in an official capacity as representatives of the committee and this was seconded by RW. All were in favour of this, apart from SB who abstained. SB will be attending the meeting in her capacity as Mayor and will not participate the meeting representing the Dolphins Hall.

It was also proposed by David Hobson (DH) we will issue a statement on our Facebook page & website and seconded by Jon Easterbrook (JE). All were in favour, apart from SB who was against.

It was then proposed if we are contacted by the Wilts & Glos Standard, we will refer them to the Facebook statement. This was proposed by DH and seconded by KF. All were in favour, with no abstentions.

The content of the statement was proposed to be based on SS initial draft, incorporating the feedback we've provided during the meeting. This was proposed by PB and seconded by DH. All were in favour, apart from SB who was against.

ACTION: SS

7. HOUSE REPORT

PB gave a general update on bookings and requested confirmation of how long she could continue to take bookings.

It was also agreed bookings could continue to be taken until the end of the year should anyone contact and in particular we should look to support any regular bookings who have yet to find an alternative home.

8. GROUNDS REPORT

The report provided by Paul Jones (PJ) is attached as Appendix 1.



DOLPHINS HALL MANAGEMENT COMMITTEE

New Church Street, Tetbury, GL8 8DS

Charity Number: 274956



9. ADMIN & LEGAL REPORT

The report provided by KF is attached as Appendix 2.

At this point, RW left the meeting.

10. NEW BUILD PROJECT REPORT

The report provided by JP is attached as Appendix 3.

A general discussion then took place in respect of the report and in particular, the four options which had been discussed as part of the architectural consultancy work:

- An update was provided on the Project Committee's actions and progress since we last met, when we were tasked with going away to narrow down our options. This has involved producing detailed requirements, reviewing the public consultation and engaging with an architectural consultant to assess options;
- This resulted in four options being considered:
 - Option 1 – A new single storey hall on the edge of The Rec encompassing Youth, Sport & Community requirements;
 - Option 2 – A new single storey hall on the existing site of the hall encompassing Youth & Community requirements in separate spaces;
 - Option 3 – A new single storey hall on the existing site of the hall encompassing Youth & Community requirements in the same space;
 - Option 4 – A phased approach, delivering two buildings – a Youth & Sports Centre on the site of the existing Youth Pod and a new Community Hall on the edge of The Rec.

All options – based on estimated costs per sqm – were unaffordable based on current funding – with shortfalls in funding ranging from c£150K (Option 3) - £400K (Option 4).

Options 1 – 3 do not have a credible business plan, with Option 4 seemingly providing the best potential for delivering a sustainable facility which can fund all requirements of the Dolphin's Hall moving forward, as well as meaning all user groups can continue to benefit from the facility during the phased implementation.

A number of proposals were considered in terms of how to progress and in particular, how any option to progress would need to be taken forward with Mark Parker.

It was proposed by PB that Option 4 be progressed as the option of choice to be developed further to enable a project plan to be presented to Mark Parker. This was seconded by KF, with all in favour apart from SB who was against the proposal and RN who abstained as he needed to discuss with his committee in the first instance. He stressed the key deliverable for the football club was being able to retain their identity, but he felt under the current plan this would be possible if handled correctly.

It was stressed by SS the focus on any development should be on ensuring all Users were catered for and are provided better facilities than they currently are.



DOLPHINS HALL MANAGEMENT COMMITTEE

New Church Street, Tetbury, GL8 8DS

Charity Number: 274956



It was agreed any proposal sent to Mark Parker would be shared with all trustees prior to presentation to him.

JP also noted feedback on the Project Board Terms of Reference was required and asked for all feedback to be provided within the next couple of weeks, to enable a final version of the ToR to be presented for approval at the November meeting.

ACTION: ALL

11. PUBLIC RELATIONS

None received.

12. AOB

No other business was noted.

13. NEXT MEETING

It was agreed the next meeting would be at 7PM on Tuesday 20th November 2018, to be held at Tetbury Town Council Offices.

The meeting was closed at 9.14PM.



DOLPHINS HALL MANAGEMENT COMMITTEE

New Church Street, Tetbury, GL8 8DS

Charity Number: 274956



14. OUTSTANDING ACTIONS

DATE	NUMBER	ACTION	OWNER	TARGET DATE
21/08/2018	027	Review legal and data requirements in respect of CCTV.	KF	18/09/2018
23/10/2018	035	Identify a potential candidate to be secretary for the trust.	SS	31/12/2018
23/10/2018	036	Issue statement on Facebook in respect of town meeting planned by Maggie Heaven & Tina Stevenson.	SS	25/10/2018
23/10/2018	037	Provide feedback on Project Board Terms of Reference.	ALL	06/11/2018



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



Appendix 1

October Ground Report

The whole Recreation Ground was aerated at the end of September. We were hoping to get a depth of 150mm, but only managed to get 50mm at best and this was with two tons of pressure. Although this fell short of what we wanted to achieve it has still allowed some of the rain we have had to penetrate through the thatch layer.

I am waiting for more rain to organise another attempt at deep aeration; hopefully this will happen in the month of November.

Although I spoke with the Rugby Club Vice-Chair I haven't had chance to organise a meeting. Do we have contact details for the Rugby club committee?

I am getting a cost of doing a PQS Assessment of the Recreation Ground and if it sits in the budget agreed I will arrange for this to take place.

It would be good if I could have any information regarding the grant we receive from TTC and cost of hiring KP. With this information I/we can try to come with a proposal that may improve the maintenance of the Recreation Ground as a whole.

The Recreation Ground is reasonably tidy, but it wouldn't hurt just to have a litter pick. Who has the litter picking equipment?

The Green Shelter over by the Skatepark is still a concern, in that the wooden boards appear to be rotting. Do we have to complete the up-keep of this structure for Health and Safety reasons or not?

I guess we have to answer to somebody at the CDC, if so do we know who it is?



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



Appendix 2 – Admin and Legal Report

Leases:

Awaiting info from Bates, though believe we have may have copies of the latest leases in the DH archive.

Banking:

After the mandate transfer finally went through, we still couldn't access the Bar account. Discussion with Lloyds revealed that the Bar account had not only been set up with different signatories, but was also registered under a different business name "Dolphins Hall Bar", so was treated separately and would require a separate mandate form. Form completed with the required signatories, as advised by Lloyds, and submitted within the last week. No notice of changes received yet.

Car parking:

Accounts:

Have revised the current income / expenditure record spreadsheet and reconciled recent transactions with the bank statements, with a few exceptions yet to be dealt with. There appears to be some cross-talk between the general bank account and the bar bank account, where at least some bar costs have been paid from the general account. The bar account was a new addition, so it is not necessarily problematic, it will just be necessary to reconcile and identify bar-related transactions on the other account to establish a true picture of the bar's profitability.

Invoicing:

Invoices have been sent out for all August and September bookings. Incoming payments have been identified for most of recent months invoices, with only a few outstanding / unidentified. A common problem with BACS payments is when payers don't include the invoice number in their reference. Will add a request to do so to the invoice layout.

Expenditure:

Invoices received from KP for grounds maintenance (grass cutting etc) as per prior arrangements paid by BACS. Other invoices, expenses etc to be paid as they arrive where they relate to routine business – laundry etc.



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



APPENDIX 3
DOLPHIN HALL BUILD PROJECT REPORT – 23/10/2018

Allocated Funding

Date	Reference	Source	Allocated For	Amount	End Date	Extension Obtained	Received	VAT Reclaimable
Unknown	13/02727	S106 - The Dormers	S106 document not available so unclear at this time	£ 13,000.00	Not specified	N/A	Yes	No
26/09/2013	12/01792	S106 - SIAC	Improvements to Tetbury Community Hall in Tetbury	£ 359,466.00	Not specified	N/A	No	Yes
03/07/2014	N/A	Big Community Offer - Capital Grant	To build a new community hall on the site of the existing Dolphins Hall, in order to provide appropriate facilities and space for the community of Tetbury	£ 225,000.00	03/07/2017	Yes	31/12/2018	No
30/07/2014	13/05306	S106 - Autonumis	Not specified	£ 39,000.00	Not specified	N/A	No	Yes
17/11/2014	13/02391	S106 - Miller Homes	Providing a complete new hall to be built adjacent to the site of the current building that will provide modern sports and leisure facilities and extra community space	£ 124,800.00	Not specified	N/A	No	Yes
23/07/2018	N/A	Tetbury Town Council	Publics Work Loan	£ 100,000.00	Not specified	N/A	No	No



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



PROGRESS SINCE LAST MEETING

- Since the Project Board meeting held on 17/09/2018 where it was agreed the Dolphin's Hall sub-committee for the project would review current available options, with an attempt to narrow down a maximum of two options to be proposed to the full trustee board, the sub-committee have met on five separate occasions.
- These meetings have included a Saturday session to map out the facility requirements and a meeting with an architect consultant on 15/10/2019. A report is currently being prepared by the consultant, which we are hopeful will be available to talk through at the full trustee meeting on 23/10/2018.
- Research has been completed into the possibility of further funding streams being available, with significant focus being on any further grants which may be available with the Big Lottery Fund and Sport England being identified as potential avenues which warrant further consideration. Discussions are therefore being progress with a number of these third-party organisations.
- The Terms of Reference for the Project Board has been shared with all trustees and I welcome any comments you have. These need to be approved by this group to be able to provide a mandate under which the Board can operate.
- The next Project Board meeting is scheduled for 6pm on 23/10/2018.
- Correspondence has been held with Mark Parker to keep him up-to-date with our progress.