



# **DOLPHINS HALL MANAGEMENT COMMITTEE**

**New Church Street, Tetbury, GL8 8DS**

**Charity Number: 274956**



**MONTHLY TRUSTEE MEETING  
TUESDAY 24<sup>TH</sup> JULY 2018  
TETBURY TOWN COUNCIL OFFICES**

<b>Present</b>	<b>Apologies</b>
Maggie Heaven (Chair)	Ashley Kimber
Colin Pearce (Vice Chair)	
Saxon Greenway (Secretary)	
Sandra Ball (Tetbury Town Council)	
Richard Norris (Football Club)	
Jamie Ponting (Resident)	
Paul Jones (Cricket Club)	
David Hicks (Feofees)	
Tina Stevenson (Resident)	
Mark Wood (Resident)	
Malcolm Philby (Skatepark)	
Rodney Smith (Resident)	
Steve Scott (Youth Club)	
Richard Witchell (Tetbury Upton Parish Council)	
David Hobson (Dolphins Dramatic Society)	
Kevin Farnham (Film Society)	
Patricia Burrell (WI)	
Jon Easterbrook (Tetbury Town Council)	

## **1. CHAIRPERSON'S OPENING COMMENTS**

The Chair convened the meeting at 7.00PM immediately offering her resignation to Sandra Ball. Maggie Heaven then left the meeting.

Colin Pearce (CP) in his role as Vice Chair then took over as Chair. CP confirmed he would like to immediately discuss the financial situation of the extension and would not be disrupted while he did so.

Following meetings this week, CP could confirm the following funds were in place:

- £192,000 from the sale of the Youth Club was in the bank account but could not be provided to Tetbury Town Council (TTC) to then reclaim the VAT on;
- £523,000 was due to be received from Section 106 agreements;

This still left a shortfall even if we were to proceed with the provisionally agreed builder. CP had as such negotiated a Public Work's Loan from TTC of up to £100,000 meaning in his opinion there was sufficient contingency available to proceed with the extension.

CP then moved to discuss the accounts. He acknowledged Patricia Burrell's comments that there were mistakes in the accounts, but confirmed they had been audited by McGills, so it wasn't the responsibility of the trustees to contradict or argue with the audited versions.



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CP returned to the subject of the extension confirming he was not prepared to carry on as he felt it was not possible to work collaboratively and that there was no solution which could please all members of the community. With this CP offered his resignation and left the meeting.

Following CP's resignation, the following trustees also provided their resignations and left the meeting:

- Malcolm Philby
- Rodney Smith
- Mark Wood
- David Hicks
- Tina Stevenson

At this point, Saxon Greenway (SG) also resigned.

Sandra Ball (SB) who had been taking minutes up to this point, offered to Chair the remainder of the meeting, with Jamie Ponting (JP) offering to take over the minutes. This was proposed by Kevin Farnham (KF), seconded by Steve Scott (SS) and agreed by all present.

SB suggested we did not proceed with the remainder of the agenda and instead take a few minutes to reflect on recent events and then attempt to put together a plan on how to move forward.

A short break followed until 7.30PM.

## **2. INTERIM PLAN OF ACTION**

A varied and thoughtful discussion took place, acknowledging many of those who had exited were 'doers' who contribution to the voluntary running of the hall, meaning immediate steps would be required to ensure the day-to-day running of the hall was maintained. Paul Jones (PJ) commented while potentially daunting that we shouldn't panic, suggesting this was a good opportunity to reassess our purpose and plans to ensure we are doing the best we possibly can for the local community.

The historic problems with record keeping and admin were also acknowledged with trustees accepting this needs to be improved moving forward and even more essential now given the significant change in membership. It was also noted we are at a critical stage of the extension planning, with CP formerly being the only trustee with access to all the required information.

It was therefore proposed to set up three interim sub-committees:

- House – to cover the day-to-day running of the Dolphin's Hall;
- Administration – to cover financial, legal and administrative requirements;
- Build – to oversee the extension project.

SS proposed PB to chair the House Committee, KF to chair the Administration Committee and JP to chair the Build Committee. This was seconded by Richard Witchell (RW) and unanimously agreed by the remaining trustees.

KF then proposed SS as Interim Chair, which was seconded by SB and unanimously agreed by the remaining trustees. It was also agreed SB would continue as Chair for the remainder of this meeting.



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It was acknowledged that while no exact timescale would be placed on the interim structure, but it was acknowledged it was expected to continue until at least the end of September.

The new heads of each committee were asked to review in advance of their next meeting the responsibilities which would fall under their remit and begin to put in place a plan of action. SS also asked the other trustees to consider which of the sub-committees they would be willing to get involved in and to contact the relevant individual if they had any questions.

As a guide, the trustees discussed the remit of each of the groups and felt the immediate responsibilities should include:

<b>House</b>	<b>Administration</b>	<b>Build</b>
Keys (Hall & Car Park)	Bar Licence	Available Funding
Bookings	Access to Website	Architect Liaison
Inventory (Bar & Hall)	Insurance	Plan of Action
Bar Stock	Audit Checks	Grounds Committee
Floats	Social Media Accounts	
Event Preparation	Bank Accounts	
Cleaning	Legal Advice	
Car Parking	Constitution	
	Charity Commission	

**ACTION: JP, KF & PB**

PB requested all trustees who had resigned should be written to so we could request the return of any trust property and the handover of various accounts. Richard Norris (RN) suggested this should also include access to the various Social Media accounts which exist for the Dolphin's Hall.

It was noted in SG's resignation letter that she would be handing in all relevant documentation tomorrow to TTC. SB and RW thought it was important to allow the exiting trustees the opportunity to return these over the next couple of days rather than be seen to be forcibly requesting these. It was agreed the situation would be reviewed at Thursday's meeting.

JP also suggested a letter of thanks should be sent to each individual, thanking them for their contributions to the Dolphins Hall during their tenures.

**ACTION: SB**

PB also suggested we should have a set of accounts drawn up until today's date and then have these audited so we had a clear picture of accountability of the different tenures.

KF requested we contact both user groups who had lost representation (Rugby Club & Feofees) and offer them the opportunity to send a replacement and this should be done in advance of Thursday's meeting if possible.

**ACTION: SB**



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The booking's list was reviewed and it was confirmed the next event in the calendar which required the bar was the Lion's meeting next Wednesday. SB noted she had discussed with Ashley Kimber prior to the meeting whether he was also leaving, but he had indicated he would be staying on and prepared to work in the bar. SB agreed to check his availability for this event.

**ACTION: SB**

RN raised concerns with the safety of the Recreation Ground given the recent dry conditions leading to cracks appearing which were wide enough for a child's foot to fall down. It was also acknowledged there were comments made regarding this on Social Media. RW suggested some more signs be put up on each entrance to the The Rec warning people of the conditions given the recent weather. SB offered to print and hang these.

**ACTION: SB**

It was also agreed a short statement should be produced for TTC and for publication on the website, acknowledging recent events. The statement was agreed during the meeting and provided to SS for onward transmission. Any queries in the interim regarding this should be passed to SS.

**ACTION: SS**

### 3. Next Meeting

It was agreed the next meeting should continue as planned, being 7pm on Thursday 26<sup>th</sup> July 2018 at TTC Offices.

There being no other business, the meeting was closed at 8:40PM.

### 4. Outstanding Actions

DATE	NUMBER	ACTION	OWNER	TARGET DATE
24/07/2018	001	Heads of Committee to review immediate concerns and form interim plan of action.	JP, KF & PB	31/07/2018
24/07/2018	002	Letter of thanks to be sent to trustees who have resigned.	SB	31/07/2018
24/07/2018	003	Contact to be made with Rugby Club & Feofees to request new representation.	SB	25/07/2018
24/07/2018	004	Discuss with AK his continuing availability to work the bar.	SB	25/07/2018
24/07/2018	005	Produce warning signs for each entry to The Rec.	SB	31/07/2018
24/07/2018	006	Issue statement regarding recent events.	SS	25/07/2018

Signed   
By Chair of the Trustees

26th July 2018  
Dated .....