

CHEPSTOW TOWN COUNCIL

The Gatehouse, High Street, Chepstow
Tel. 01291 626370 Email: admin@chepstow.co.uk

15th March 2024

Dear Councillor

You are hereby summoned to attend an ordinary meeting of the **Drill Hall Committee** of Chepstow Town Council to be held in the Council Chamber and via Zoom remote meetings <https://zoom.us/j/7344109571> on **Wednesday 20th March 2024 at 5.00pm** for the purpose of transacting the following business:

Members are reminded that they attend this meeting under the provisions of the Town Council's Code of Conduct

Members of the public are invited to address the Town Council during the 15 minutes prior to the commencement of business.

Yours faithfully



TOWN CLERK

1. **Election of Chair and Vice Chair**
2. **Apologies**
To receive apologies for absence
3. **Declarations of Interest in Items on the Agenda**
4. **To Suspend Standing Orders**
 - 4.1 Public Open Forum (15 minutes at the discretion of the Chair)
Members of the public are invited to address the Council in relation to items on the agenda. A member of the public shall not speak for more than 5 minutes unless directed by the Chair. A question shall not require a response at the meeting nor start a debate on the question. The Chair may direct that a written or oral response be given.
5. **Drill Hall Governance**
To discuss future governance of the Drill Hall.
6. **Terms of Reference**
 - 6.1 To confirm that the [Terms of Reference for the Drill Hall Committee](#) are fit for purpose.
 - 6.2 To confirm the [Terms of Reference for the Drill Hall Operating Committee](#).
Note: both Terms of Reference are to be ratified by Full Council at its meeting on 20.3.24.
7. **Community representative on the Drill Hall Committee (DHC)**
To discuss and agree how a community representative will be invited to the DHC.
8. **Council representative on the Drill Hall Operating Committee (DHOC)**
To nominate a Councillor as the Town Council's representative on the DHOC.
9. **Lease and Roof Replacement**
To receive an update on the progress of the lease between Monmouthshire County Council and the Town Council and the works on the replacement roof.
10. **Drill Hall priorities**
To discuss priorities with the Drill Hall Manager and Clerk.
11. **Items for Next Meeting**
12. **Date of Next Meeting**
To confirm the date, time and location of the next meeting of the Drill Hall Committee.