CHEPSTOW DRILL HALL MANAGEMENT COMMITTEE

MINUTES OF MEETING

MONDAY 10 MAY 2021 18.00

VIRTUAL MEETING VIA ZOOM

ATTENDEES

Ned Heywood	Chairman and town councillor representative	David Rock	Volunteer
Angela Middleditch	Volunteer	Chris Penrose	Volunteer and representing Chepstow Society
Anne Davies	Volunteer	Kevin Allen	Representing ChAOS
Anne Rainsbury	Volunteer and representing Chepstow Museum	Nicky Bailey	Volunteer
Keith James	Volunteer	Ian Smout	Assistant treasurer
Paul Pavia	Councillor	Hilary Lodge	Meeting secretary

Ref	Note/Action	By When	Who
1.0	**Apologies**		
1.1	Apologies from Louise Best, Derek Shottin. Paul Pavia notified that he would be joining late and Angela Middleditch notified she would be leaving early. The meeting was quorate.		
2.0	**Minutes of last meeting**		
2.1	There were no comments on the minutes of the 12 April 2021 meeting were sent out by email on 16 April 2021.		
3.0	**Discussion Items**		
	a. Declarations of personal interest		
3.1	There were no declarations of personal interest.		
	b. Meeting to note		
3.2	No comments were received by 30 April 2021 on the updated cleaning/sanitisation/room layout document therefore, deemed as accepted.		
	c. Finances		
3.5	No change noted to finances.		
	d. Reopening		
	Note that subsequent to the meeting, Wales has moved to alert level 2 at which cinemas and theatres can re-open and up to 30 people are allowed for organised indoor activities.		
3.6	The meeting noted the current bookings for June to December 2021.		
3.7	The meeting noted the actions required to re-open the hall.		
3.8	The meeting agreed that we are happy to accept bookings and re-open the hall. Hilary Lodge to provide wording for CTC website that the hall is re-opening and bookings are being taken.	26/5/21	Hilary Lodge
3.9	Publicity for re-opening the Drill Hall for hires was discussed.		
3.10	It was agreed that an article for the U3A magazine should be prepared. Hilary Lodge to check required length/copy date, Ned Heywood/Anne Rainsbury to draft, Hilary and Ian Smout to proofread before submission.	28/5/21	Hilary Lodge Ned Heywood Anne Rainsbury Ian Smout
3.11	It was agreed to use the same information to prepare an entry for Chepstow Community Facebook page.		
3.12	The following was also suggested: • when What's On restarts, CTC may be looking for items to fill it up		

	• we may be able to advertise via GAVO • article for Community Matters/local press • if there is an entry to Chepstow community Facebook page it can be shared to other Facebook groups such as Women's Institute and Townswomen's Guild.		
	Paul Pavia joined the meeting.		
3.13	Paul and Anne to investigate publicity via MCC and Ryan Coleman	28/5/21	Paul Pavia Anne Rainsbury
3.14	Drill Hall events were discussed.		
3.15	It was decided that we should show a film at the soft events to make it like a normal event rather than it just being a practice of procedures. We have to pay the film distributor even if we don't charge the audience but it was agreed that this was an acceptable price of re-opening.		
3.16	Ned Heywood to suggest films for the soft events and initial film showings.		
3.17	It was agreed that we will commence the films with afternoon and evening showings and that we will limit the numbers attending initially.		
3.18	It was suggested that we should survey attendees at the first films to identify whether reduced numbers are important to attendees and also obtain comments on the new procedures.		
3.19	Anne Rainsbury noted there may be an art on screen available from 18 June.		
3.20	Ian confirmed that although he can set up the online ticket purchase system and produce procedures for it, work is required from Ned Heywood to link the Drill Hall website.		
	Note there was discussion around the fact that Friday film shows would displace the Wye Valley Produces but they have now found another location and are no longer using the Drill Hall.		
	Angela Middleditch left the meeting.		
	e. Bar prices		
3.21	It was agreed that bar prices do not need to be increased prior to re-opening. They should be reviewed in December 2021.		
3.22	Ian requires a price list to set up the contactless payment system and suggested simplifying choices to assist in learning the new system.		
3.23	Ian and David to liaise to produce list of bar prices for the contactless system.	11/6/21	Ian Smout/ David Rock
	f. David Rock mobile phone		
	Note that David removed himself from the discussion until the meeting asked him to return as his opinion was requested.		
3.24	The requirements were queried - is the phone mainly intended for just calls/texts or is smart phone capability/bluetooth required? It was suggested that the main use is as a standby phone for calls/texts and a simple phone with a good microphone is required.		
3.25	David Rock to liaise with Kevin Allen regarding phone models and then with Ian Smout for the financials. *(Kevin has sent links now forwarded to David).*	11/6/21	David Rock/Ian Smout
	g. Status of the Drill Hall community asset transfer (CAT)		
3.26	It was noted that Ned Heywood, Nicky Bailey and Hilary Lodge had a conversation with a consultant via Zoom. Subsequently the CTC working party discussed consultancy to facilitate the CAT process. This went to full CTC council and CTC have agreed to go out to tender.		
3.27	Hilary Lodge received the draft tender document on 10 May 2021 and stated that it would be circulated to committee members *(circulated 11 May 2021).*		
	h. Future Chepstow and the Chepstow Place Plan		
3.28	The meeting discussed the Future Chepstow/Place Plan initiative. It was noted that DHMC might want to respond as an organisation to the survey https://docs.google.com/forms/d/e/1FAIpQLSfDOQpK-ZCNGS0hkHEH4QD8Hv1yzqTFcsXaUL30jFiVFdBW_A/viewform		

3.29	The meeting agreed that all should review the Future Chepstow/Place Plan documentation and respond with any comments.		All
3.30	It was noted that the DHMC could put forward its views on the cultural life of the town. Hilary Lodge to check with CTC whether there are places available at the stakeholder focus groups on 18 and 25 May. If these are not available then involvement in one of the community focus groups is possible. *(Committee members notified by email on 17 May that places available for 18 and 25 May 2021 stakeholder focus groups)*	Done	Hilary Lodge
4.0	**Activities**		
	a. Activities over last period		
4.1	No discussion.		
	b. Any future activities that require discussion		
4.2	No discussion.		
	c. Hirer comments		
4.3	No comments received by the secretary.		
5.0	**Volunteers**		
	a. Volunteer numbers/workload including additions/resignations/temporary withdrawals		
5.1	No discussion.		
	b. Volunteer training		
5.2	No discussion.		
	c. Volunteer communications		
5.3	No discussion.		
6.0	**Issues/risks**		
	a. New issues/update on existing issues		
6.1	No discussion.		
	b. New risks/update on existing risks		
6.2	No discussion.		
7.0	**Open actions update**		
7.1	No discussion. See section 8 below for updates		
	Actions closed since last meeting		
7.2	No discussion. Unless comments on actions notified as closed with the agenda received before 4/6/21 it is assumed closure is accepted.	30/04/21	All
8.0	**Any other business**		
8.1	David Rock raised that there is no formal delegation from the committee to allow Hilary Lodge to purchase items for the Drill Hall.		
8.2	It was noted that all claims for expenses are back up by receipts and are scrutinised by the assistant treasurer and the cheque counter-signatory.		
	Jez Becker joined the meeting.		
8.3	Ned Heywood proposed that the committee authorise Hilary Lodge to make purchases and arrangements of up to £100. Those over £100 will require consultation with the chairman and treasurer/assistant treasurer.		
9.0	**Date of next meeting**		
9.1	Monday 21 June 2021 18.00.	21/6/21	All

The meeting closed at 19.40.

Summary of decisions

Item 3d	Bookings can be accepted and the hall re-opened.
Item 3d	The re-opening soft events will include a film but will be free events.
Item 3d	Films will re-commence with afternoon and evening showings and numbers will be limited initially.
Item 3e	Bar prices are to remain unchanged with review in December 2021.
Item 8	Hilary Lodge is authorised to make purchases and arrangements of up to £100. Those over £100 will require consultation with the chairman and treasurer/assistant treasurer.

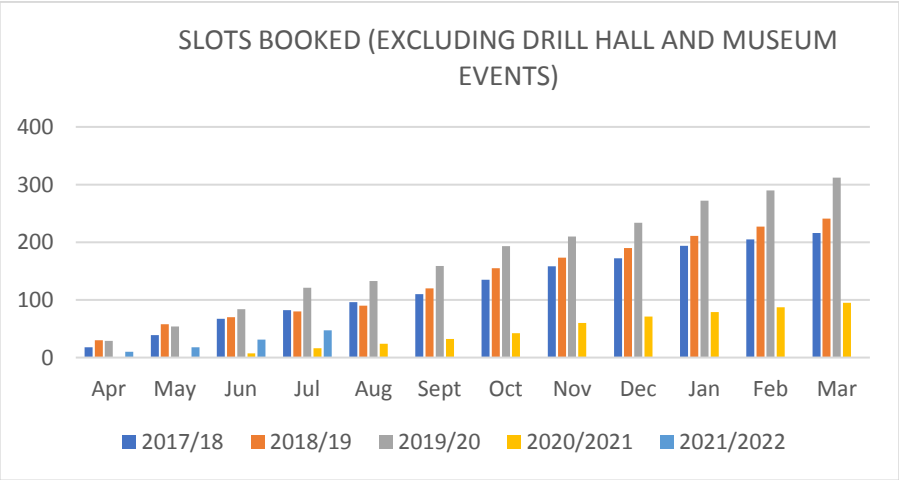
Hilary Lodge 21/05/21

APPENDIX 4 ACTIVITIES

DRILL HALL ACTIVITIES

Event type	2018/19 FY	2019 / 2020 FY	2020 /2021 FY	2021 /2022 FY to date	Nov 20 - Apr 21	May - Jul 2021	
	Slots Booked	Slots Booked	Slots Booked	Slots Booked		Events	Slots Booked
PUBLIC EVENT/SHOW INCL REHEARSAL/SE	152	214	0	0	The only bookings were for Wye Valley Producers and Class Act Theatre, all others cancelled	*3*	*4*
CLASS/WORKSHOP	40	35	13	0		*0*	*0*
SOCIETY OR PUBLIC MEETING/TALK	47	43	0	0		*3*	*4*
FILM	37	44	0	0		*0*	*0*
BROADCAST THEATRE/OPERA/BALLET/TAL	38	41	0	0		*0*	*0*
PRIVATE EVENT	73	62	82	10		*16*	*29*
LIVE THEATRE	17	9	0	0		*0*	*0*
Total	**404**	**448**	**95**	**10**		***22***	***37***

Slot = morning or afternoon or evening



APPENDIX 6 OPEN ISSUES AND RISKS

Issue Id	Issue Description	Impact Assessment	Owner	Rating	Actions being taken to resolve issue	Action Due Date	Action Owner	Action Notes
I009	Health and safety/fire safety audits identified a number of action points including some items that should be rectified within a month	Financial impact where physical work required to rectify items Additional work for caretaker /volunteers/management committee to ensure compliance with requirements	DHMC /CTC	9	4/3/19 HL Issue being raised at DHMC meeting on 19/3/19. Proposal that DHMC appoint subgroup to ensure compliance with requirements. Spreadsheet of proposed action produced	19/03/19	DHMC	3/5/21 HL update. H&S inspection by Peninsula identified further areas for action. 5/4/21 HL update 6 actions still in progress 19/2/21 HL update 10 actions still in progress. 1/11/20 HL update 14 actions still in progress, 35 closed 13/7/20 HL update 18 actions still in progress, 31 closed 31/5/20 HL update 20 actions still in progress, 29 closed 24/4/20 HL update 21 actions still in progress, 27 closed. 21/1/20 HL update 26 actions still in progress, 22 closed.10/8/19 HL update 31 actions still in progress, 17 closed. 11/4/19 HL update. Meeting held. Actions in progress. 21/3/19 HL update Hilary to arrange meeting of subgroup to review and progress actions.
I012	The Covid-19 lockdown has caused the total shutdown of the Drill Hall and potential, long term social distancing requirements could severely impact the future of commercial hirings and Drill Hall activities	Virtually complete loss of income for over 7 months, major reduction in income for at least another 2-3 months and potential ongoing reduction in income from hires, Drill Hall events and bar for many further months could result in the Drill Hall making a loss during the 2020/2021 financial year and with potential impacts into the 2021/2022 financial year. The current operating model for the Drill Hall may no longer be valid if the public do not return to social events at the same levels even after social distancing advice is removed.	DHMC	9	1/11/20 HL update. Actions to obtain financial relief carried out. 28/7/20 HL update. DHMC COVID meeting held 27/7/20 at which outline schedule for re-opening agreed. "Shopping list" for CTC to be produced 13/7/20 HL update. Paper by Nicky Bailey to be presented to DHMC on 20/7/20 with proposal that separate meeting held solely to discuss COVID-19, and that COVID safety officer appointed who is member of DHMC 8/6/20 Paper by H Lodge presented to DHMC which agreed to creation of sub group in conjunction with CTC 24/4/20 Sub group of Ned Heywood, John Burrows, Derek Shottin, Ian Smout, Hilary Lodge created to review financial situation and report back to the committee prior to the next scheduled committee meeting on 8 June 2020.	22/05/20	DHMC sub group	1/3/21 HL update. John Burrows financial report has confirmed that Drill Hall likely to be in surplus at end of FY thanks to grant awards. The situation will be much harder in 21/22 FY 1/3/21 HL update. Non-domestic rates grant awarded 19/2/21 HL update. Non-domestic rates grant probably worth £3k applied for. 1/11/20 HL update. £10K grant awarded. Business rates relief awarded. Caretaker placed on furlough scheme. CTC grant application for 2020/21 submitted.

Issues closed since last meeting

Issue Id	Issue Description	Impact Assessment	Owner	Rating	Actions being taken to resolve issue	Action Due Date	Action Owner	Action Notes

No issues closed since the last meeting

Appendix 6b New risks raised since the last meeting

Risk Id	Risk Description	Impact Assessment	Date when risk would be realised	Rating	Risk Mitigation Plan	Action Owner	Action Notes
R025	The Drill Hall booking system is based on an unsupported version of an Access database and is stored on a single memory stick. Risk that the data is corrupted or lost completely	Loss of booking information so that we are unaware of bookings potentially leading to double bookings, having to turn hirers away, being unprepared for hires. Potential need to pay compensation if we are unable to honour a hire. Loss of confidence in our hirers if we have to appeal to them to confirm their bookings. Time and effort required to recreate bookings from paper diary, emails and information from hirers.	Ongoing	9	12/4/21 HL update. DHMC have agreed to Hilary Lodge and Ian Smout investigating new booking systems. Actions to be taken to try to protect current data.	**Hilary Lodge/Ian Smout**	3/5/21 HL update. Caretaker requested to provide data extract

Risks closed since the last meeting

Risk Id	Risk Description	Impact Assessment	Date when risk would be realised	Rating	Risk Mitigation Plan	Action Owner	Action Notes	Date Closed

No risks closed since last meeting

APPENDIX 7 DRILL HALL MANAGEMENT COMMITTEE OPEN ACTIONS

Meeting date	Action ref	Action	By when	Current Owner	Update/comments
18/6/19	5.2	Ned to re-advertise the social media role	20/03/2020	Ned Heywood	21/2/21 HL update Still looking for someone to assist. 1/11/20 HL update. Possibility that new volunteer may be able to assist with social media 27/1/20 DHMC Agreed that additional help would be useful for areas of Instagram, local press, what's on/event websites e.g. South Wales Argus website. Ned to create a trailer advertising for someone to help. Due date changed to 20/3/20

					25/11/19 DHMC. Discussed and Ned to re-advertise via email circulation list. 21/10/19 Not discussed at DHMC 4/9/19 Not discussed at DHMC 13/5/19 Not discussed at DHMC 19/3/19 Not discussed at DHMC 29/1/19 Not discussed at DHMC 23/11/18 HL update. Social media volunteer post remains unfilled 20/9/18 Potential social media volunteer mentioned during agenda discussion 12/9/18 HL update Agreed to review with potential volunteer after Apple Day therefore due date changed from 13/7 to 30/11 2/8/18 HL update - potential interest from existing volunteer - being investigated 20/6/18 HL update. Sent text to Ned
19/5/13	6.2	Currently we have a single account. John to review with Lloyds Bank whether we can have 3 accounts with limited amounts.	31/05/2020	John Burrows/Ian Smout	29/11/20 HL update. Reminded John/Ian about the action. 9/3/20 HL update. Changing due date to end May 2020 as approval for Ian Smout from CTC not due until end March 2020. 9/12/19 HL update. Changed due date to 31/03/20 to assign task to new treasurer. 3/9/19 HL update. John has said not progressed this yet as assumed that there might be someone else taking this work forward. He will pursue if it appears that there won't be anyone for a while 6/8/19 /HL update. Asked John for update by 20/8/19
19/10/21	3.16	As an example of community support, there was a request for information on the amount of money raised at Drill Hall live broadcasts in aid of the museum. Annie to provide information.	30/6/21	Anne Rainsbury	29/3/21 HL update. Annie has responded that she can't access the information until there are staff on site working with that system again. Therefore changing due date to end June 2021. 28/3/21 HL update Reminded Annie about the action 4/2/21 HL update. Reminded Annie about the action 29/11/20 HL update. Reminded Annie about the action 21/5/20 HL update. Annie cannot access the information currently. Due date changed to 31/7/20 4/4/20 HL update. Reminded Annie about the action 24/2/20 DHMC Annie explained that it is not straightforward to produce the figures and can take some while before the invoices are available to match against the income. Chris and Keith confirmed that they would like a ballpark figure.
20/02/24	4.2	Hilary to prepare some words for the caretaker to use in emails to dog show organisers covering the following: 1. The organiser will need to book additional hours to allow smells to dissipate e.g. for an all-day show, the hire will also need to include the evening. 2. All waste is to be taken away by the hirer. 3. The hirer should ensure that the extractor fans are used. 4. If there continue to be issues then the Drill Hall may suspend further hires for dog shows.		Hilary Lodge	16/3/21 HL update. Changing due date to 31/5/21 since no dog show bookings left in 2021 29/11/20 HL update. Changing due date to 31/3/21 1/11/20 HL update. Furlough extended. Due date changed to 31/12/20 31/5/20 HL update Caretaker on furlough therefore discussion needs to be postponed from 8/6/20 to a later meeting. Due date changed to 31/8/20 22/4/20 HL update. John Burrows would like the topic to be discussed again by the committee 14/4/20 HL update. Wording sent to Ned,Louise, John for comment

20/08/17	5.22	The issues with the projector screen were discussed. The manufacturer does not offer a repair service. Ned suggested that rather than purchasing a new one, it requires dismantling to identify the issues. 4 people are required to remove it. Ned to arrange this by early September to allow time for repair/reinstallation/new purchase prior to re-opening.	04/09/2020	Ned Heywood	28/3/21 HL update. Awaiting Ned to organise fitting the new motor 23/10/20 HL update. New motor has been delivered. 28/9/20 DHMC. Meeting agreed to purchase new motor at £199 21/9/20 DHMC. Ned to liaise with Kevin, Colin and others to find a date to take the screen down. Changing due date to from 4/9/20 2/10/20
20/08/31	4.33	Tom Kirton agreed to find out more information about https sites. (action owner now changed to Ned Heywood)		Ned Heywood	17/3/21 HL update. Response from Tom. "So depending on who the website host is for the Drill Hall it looks like it can be handled entirely by them. A brief description of the differences between HTTP and HTTPS HTTPS At its most basic HTTP is unsecured while HTTPS is secured. HTTP sends data over port 80 while HTTPS uses port 443. HTTP operates at application layer, while HTTPS operates at transport layer. No encryption in HTTP, with HTTPS the data is encrypted before sending. This can be done by the hosting company in most situations. HTTPS is super important when handing personal data and using e-commerce. Without HTTPS, any data you enter into the site (such as your username/password, credit card or bank details, any other form submission data, etc.) will be sent plaintext and therefore susceptible to interception or eavesdropping. For this reason, you should always check that a site is using HTTPS before you enter any information. So I think the next step for Ned would be to contact the web host company he is using and see if they have an option to switch to HTTPS. They should in essence handle the switch. Many hosting companies offer packages including an SSL certificate, the installation of the certificate you select and 301 redirect setup. That leaves you with only one technical task, the straightforward job of changing your website's links to point at https instead of http." Changing action owner to Ned Heywood and due date to 30/4/21 16/3/21 HL update Reminded Tom about the action. 29/11/20 HL update. Reminded Tom about the action.
20/11/09	3.1	Ian Smout to investigate security costs.	06/12/2020	Ian Smout/John Burrows	19/4/21 HL update. Chased Ian but he is waiting for documentation from John. 29/1/21 HL update. Reminded John/Ian about the action 29/11/20 HL update. Reminded Ian about the action. 13/11/20 HL update. Sent details to Ian
21/4/12	3.4	Ned Heywood, Kevin Allen to confirm ladder requirements and action purchase.	30/04/2021	Ned Heywood/Kevin Allen	3/5/21 HL update. Ned and Kevin met and agreed on what should be purchased.

21/4/12	3.23	Action should be taken to ensure that the current booking system data is as secure as possible.	30/04/2021	Ned Heywood	3/5/21 HL update. Have requested Louise to run a data extract.
21/05/10	3.8	Hilary Lodge to provide wording for CTC website that the hall is re-opening and bookings are being taken.	26/05/2021	Hilary Lodge	
21/05/10	3.1	Article for the U3A magazine should be prepared. Hilary Lodge to check required length/copy date, Ned Heywood/Anne Rainsbury to draft, Hilary and Ian Smout to proofread before submission.	28/05/2021	Hilary Lodge/Ned Heywood/Anne Rainsbury/Ian Smout	
21/05/10	3.13	Paul and Anne to investigate publicity via MCC and Ryan Coleman	28/05/2021	Paul Pavia/Anne Rainsbury	
21/05/10	3.23	Ian and David to liaise to produce list of bar prices for the contactless system.	11/06/2021	Ian Smout/David Rock	
21/05/10	3.25	David Rock to liaise with Kevin Allen regarding phone models and then with Ian Smout for the financials.	11/06/2021	David Rock/Ian Smout	20/5/21 HL update. Kevin has provided information that has been forwarded to David.
21/05/10	3.29	All should review the Future Chepstow/Place Plan documentation and respond with any comments.		All	
21/05/10	7.2	Comments on actions notified as closed with the agenda to be received before 4/6/21 otherwise it is assumed the closure of these actions is accepted.	30/04/2021	All	