CHEPSTOW DRILL HALL COMMUNITY ASSET TRANSFER

JOINT MEETING OF CHEPSTOW TOWN COUNCIL WORKING PARTY AND DRILL HALL CHARITABLE INCORPORATED ORGANISATION

MINUTES OF MEETING

TUESDAY 18 MAY 2021 19.15

VIRTUAL MEETING VIA ZOOM

Abbreviations	
Community asset transfer	CAT
Drill Hall	DH
Chepstow Town Council	CTC
Monmouthshire County Council	MCC
Drill Hall Management Committee	DHMC
Drill Hall Charitable Incorporated Organisation	CIO

MEETING ATTENDEES

Ned Heywood	CTC councillor, CTC working party member, DHMC chairman, CIO chairman	Anne Rainsbury	DH volunteer, DHMC member, CIO trustee
Nicky Bailey	DH volunteer, DHMC member, CIO trustee	Ian Smout	Drill Hall assistant treasurer
Hilary Lodge	DH volunteer, DHMC secretary, CIO trustees meeting secretary		

Ref	Note/Action	By When	Who
1.0	**Apologies**		
1.1	From CTC – Lucy Allen, Jez Becker From DHMC – Anne Davies		
1.2	Ned Heywood was the only councillor in attendance. Therefore, the meeting could not be classed as quorate and only the views of CIO/DHMC could be discussed.		
2.0	**Minutes of last meeting**		
2.1	Due to point 1.2, there were no discussion of the minutes of the last meeting.		
3.0	**Declarations of interest**		
3.1	Due to point 1.2, there were no declarations of interest.		
4.0	**Discussion items**		
	a. Consultancy tender – status.		
4.1	It was noted that the tender had been submitted on Friday 14 May 2021.		
	b. Consultancy tender – evaluation.		
4.2	The tender requires tenderers to attend a session covering the background to the CAT and our expectations from the consultancy.		
4.3	• It was noted that Lucy Allen has confirmed that: • these are informal meetings for tenderers to gather information so the meetings do not need to be documented • separate meetings will be required for each tenderer • a group may be nominated to carry out these meetings including CIO/DHMC representatives		

	• CIO/DHMC should be involved in the tender evaluation process • The funding needs to be approved by the Finance Committee as it was not budgeted for in this year's accounts.		
4.4	Ned Heywood, Anne Rainsbury, Nicky Bailey, Ian Smout, Hilary Lodge and Anne Davies have volunteered to be involved with the evaluation process on behalf of CIO and DHMC.		
4.5	It was noted that the assessment of the tenders needs to be a methodical process, scoring against the specified criteria. The CIO/DHMC evaluation will need to fall within CTC procedures for tender evaluation, advice is required from Lucy Allen on the procedures.		
4.6	The involvement of councillors in the bid evaluation is up to CTC to arrange.		
	c. Any actions that can be progressed whilst awaiting completion of tender process.		
4.7	Those present at the meeting felt that it would be better to wait until completion of the tender process so whoever is appointed can direct actions.		
5.0	**Actions update**		
5.1	Action 5.1 13/04/2021 regarding job description and skills for CIO trustees. It was agreed it is appropriate to wait until consultant is appointed so they can input therefore the action could be closed.		
6.0	**Any other business**		
6.1	No other business was discussed.		
7.0	**Date of next meeting**		
7.1	A meeting date was not set. It was felt that Lucy Allen should arrange the next meeting due to lack of councillor attendance at this one.		

Summary of working party decisions at this meeting.

	None

Reminder of key dates in the tender process:

14 May Issue ITT

28 May Deadline for requests for additional information and points of clarification.

11 June Deadline for return of ITT

16 June CTC Finance Committee to consider funding

23 June Full Council Final selection of successful supplier

24 June Target date for award of contract and first planning meeting

Hilary Lodge 24/05/21

APPENDIX DRILL HALL COMMUNITY ASSET TRANSFER JOINT WORKING PARTY OPEN ACTIONS

Meeting date	Action ref	Action	By when	Current Owner	Update/comments
13/04/2021	5.1	Justin Horton should be updated on the current status and the planned actions.	23/04/2021	Lucy Allen	