

CHEPSTOW TOWN COUNCIL
The Gatehouse, High Street, Chepstow NP16 5LH
Tel. 01291 626370 Email admin@chepstow.co.uk

29th March 2023

Dear Member

You are hereby invited to attend the **Drill Hall Transition Board** meeting to be held via zoom <https://zoom.us/j/7344109571> on **Monday, 3rd April 2023 at 6.00pm** for the purpose of transacting the following business:

Yours faithfully,



Lucy Allen
TOWN CLERK

AGENDA

- 8. Declarations of Interest in Items on the Agenda**
Interests may also be declared at any point in the meeting if the need arises.
- 9. Apologies**
To receive apologies for absence.
- 10. Minutes**
To approve the [minutes of the meeting held on 6th March 2023](#).
- 11. Matters Arising**
To receive any matters arising from the minutes – for information only.
- 12. Terms of Reference**
To further review:
 - a. [Term of Reference 5.v. Minutes](#).
 - b. The addition of a section on the agenda to discuss matters of a confidential and sensitive nature, in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960.
- 13. Meeting with MCC in regards to the lease**
To receive and consider the notes from the meeting held with MCC in regard to the renewal of the [existing lease](#).
- 14. Trustees**
To review the [Essential Trustee](#), produced by the Charities Commission, and consider a suitable advert and person specification.
- 15. Drill Hall Management Committee – Term of Reference**
To review the current [Terms of Reference of the Drill Hall Management Committee](#) and recommend any changes to Full Council.
- 16. Charitable Incorporated Organisation (CIO)**
To review the [CIO constitution](#) to include the aims and objectives, roles and responsibilities.
- 17. Items for next meeting**
Roles and responsibilities of volunteers – review the list.
- 18. Date of next meeting**
To confirm the date of the next meeting.