

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

20th April 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 **Tuesday, 25th April 2023 at 6.00pm** for the purpose of transacting the following business:

Yours faithfully,



Lucy Allen
TOWN CLERK

AGENDA

- 19. Declarations of Interest in Items on the Agenda**
Interests may also be declared at any point in the meeting if the need arises.
- 20. Apologies**
To receive apologies for absence.
- 21. Minutes**
To approve the [minutes of the meeting held on 3rd April 2023](#).
- 22. Matters Arising**
To receive any matters arising from the minutes – for information only.
- 23. Drill Hall Manager report**
To receive a verbal report from the Drill Hall manager on first thoughts.
- 24. Memorandum of Understanding between Chepstow Town Council (CTC) and the Drill Hall Charity Incorporated Organisation (CIO).**
To receive, consider and make any amendments to the [draft Memorandum of Understanding](#) between CTC and CIO. The final document to be recommended for approval to Full Council.
- 25. Review of CIO constitution.**
To receive, consider and make any amendments to the [draft CIO constitution](#). The final document to be recommended for approval to the CIO.
- 26. Terms of Reference for the Drill Hall Management Committee (DHMC)**
To receive, consider and make any amendments to the [Terms of Reference for the DHMC](#). The final document to be recommended to approval to the Town Council and DHMC.
- 27. Nomination of line managers for the Drill Hall Manager**
To nominate a Councillor and a Drill Hall volunteer to line manage the Drill Hall Manager.
- 28. Review of volunteer roles.**
To undertake a review of the [volunteer roles](#).
- 29. Items for next meeting**
- 30. Date of next meeting**
To confirm that the next meeting will be held via zoom on Monday, 5th June 2023 at 6pm.