

CHEPSTOW TOWN COUNCIL

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

22nd May 2023

Dear Member

You are hereby invited to attend the **Drill Hall Transition Board** meeting to be held in the Council Chamber, the Gatehouse, High Street Chepstow and via zoom <https://zoom.us/j/7344109571> on **Friday, 26th May 2023 at 10.00am** for the purpose of transacting the following business:

Yours faithfully,



Lucy Allen
TOWN CLERK

AGENDA

- 31. Declarations of Interest in Items on the Agenda**
Interests may also be declared at any point in the meeting if the need arises.
- 32. Apologies**
To receive apologies for absence.
- 33. Minutes**
To approve the [minutes of the meeting held on 25th April 2023](#).
- 34. Matters Arising**
To receive any matters arising from the minutes – for information only.
- 35. Drill Hall Manager report**
To receive a report from the [Drill Hall manager on work to date](#).
- 36. Defining a publicity-based identity for the Drill Hall**
To receive and consider the report on [enhancing the identity of the Drill Hall](#).
- 37. 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 revised [draft Memorandum of Understanding between CTC and CIO](#).
- 38. Review of CIO constitution.**
To further review, consider and make any amendments to the [draft CIO constitution](#). The final document to be recommended for approval to the CIO.
- 39. Review of volunteer roles.**
To undertake a review of the [volunteer policy](#) and [code of conduct](#) for all Committee Members, Officers and volunteers.
- 40. Business Plan**
To receive and consider the [Business Plan](#) compiled by the consultant.
- 41. Items for next meeting**
- 42. Date of next meeting**
To confirm the date and time of the next meeting.