

CHEPSTOW TOWN COUNCIL

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

21st June 2023

Dear Member

You are hereby invited to attend the **Drill Hall Transition Board** meeting to be held via zoom only <https://zoom.us/j/7344109571> on **Monday, 26th June 2023 at 6.00pm** for the purpose of transacting the following business:

Yours faithfully,



Lucy Allen
TOWN CLERK

AGENDA

- 43. Declarations of Interest in Items on the Agenda**
Interests may also be declared at any point in the meeting if the need arises.
- 44. Apologies**
To receive apologies for absence.
- 45. Minutes**
To approve the minutes of the meeting held on [26th May 2023](#).
- 46. Matters Arising**
To receive any matters arising from the minutes – for information only.
- 47. Drill Hall Manager report**
To receive and discuss a report from the Drill Hall manager – report to follow.
- 48. 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.
- 49. Business Plan**
To receive an update on the Business Plan.
- 50. Drill Hall financial report**
To receive and consider the [Drill Hall financial report](#) showing the Income and Expenditure Outturn for the Financial Year 2022-23 and the Draft Budget for 2023-24.
- 51. Items for next meeting**
- 52. Date of next meeting**
To confirm the date and time of the next meeting.