

CHEPSTOW TOWN COUNCIL

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

28th September 2023

Dear Member

You are hereby invited to attend the **Drill Hall Transition Board** meeting to be held in the Council Chamber on **Tuesday, 3rd October 2023 at 2.00pm** for the purpose of transacting the following business:

Yours faithfully,



Lucy Allen
TOWN CLERK

AGENDA

- 64. Declarations of Interest in Items on the Agenda**
Interests may also be declared at any point in the meeting if the need arises.
- 65. Apologies**
To receive apologies for absence.
- 66. Minutes**
To approve the [minutes of the meeting held on 19th July 2023](#).
- 67. Matters Arising**
To receive any matters arising from the minutes – for information only.
- 68. To Suspend Standing Orders**
 - a) Public Open Forum (15 minutes at the discretion of the Chair)**
Members of the public are invited to address the Council in relation to items on the agenda. A member of the public shall not speak for more than 5 minutes unless directed by the Chair. A question shall not require a response at the meeting nor start a debate on the question. The Chair may direct that a written or oral response be given.
 - b) Drill Hall Charity Incorporated Organisation**
To receive representation from the Drill Hall CIO to discuss correspondence sent to the Town Council following the CIO's meeting held on 16th August 2023.
- 69. Correspondence from the Drill Hall Charity Incorporated Organisation**
To consider a formal response to [correspondence received from the Drill Hall Charity Incorporated Organisation](#).
- 70. Progress report for recruitment of trustees**
To receive a verbal progress report for the recruitment of trustees.
- 71. Business Plan**
To receive an update following the working party meeting held on 8th August 2023.
- 72. Logo competition**
To receive a verbal update on the logo competition.

73. Volunteers

To receive an update on the recruitment of volunteers.

74. Items for next meeting

75. Date of next meeting

To confirm the date and time of the next meeting.