

**CHEPSTOW TOWN COUNCIL**

**The Gatehouse, High Street, Chepstow NP16 5LH  
Tel. 01291 626370 Email [admin@chepstow.co.uk](mailto:admin@chepstow.co.uk)**

9<sup>th</sup> November 2023

Dear Member

You are hereby invited to attend the **Drill Hall Transition Board** meeting to be held in the Council Chamber on **Tuesday, 14<sup>th</sup> November 2023 at 2.00pm** for the purpose of transacting the following business:

Yours faithfully,



Lucy Allen  
TOWN CLERK

**AGENDA**

- 76. Declarations of Interest in Items on the Agenda**  
Interests may also be declared at any point in the meeting if the need arises.
- 77. Apologies**  
To receive apologies for absence.
- 78. Minutes**  
To approve the [minutes of the meeting held on 3<sup>rd</sup> October 2023](#).
- 79. Matters Arising**  
To receive any matters arising from the minutes – for information only.
- 80. 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) Web designers**  
To receive presentations from prospective web designers. Each presentation will be for 20 mins followed by 10 mins question and answers.
  - c) Drill Hall Charity Incorporated Organisation (CIO)**  
To receive an update on trustee recruitment from CIO representative's present.
- 81. Business Plan**  
To receive the [draft business plan](#).

**82. Volunteer Management**

- a. To receive a verbal update from the Drill Hall Manager following the Volunteer meeting held on Tuesday, 14<sup>th</sup> November 2023.
- b. To discuss matters relating to safeguarding health and safety.

**83. Logo**

To consider the logo designs following the request at the last meeting that a number of agreed elements be included – [image 1](#), [image 2](#), [image 3](#).

**84. Finance Sub-group**

To receive a verbal update from the finance sub-group on works to date.

**85. Drill Hall Management Committee (DHMC) – Half year financial position**

To receive and consider the [half year financial position](#) for the DHMC following the application to the Town Council for an increase in annual grant.

**86. Grant funding applications**

To receive an update on funding applications submitted by the Drill Hall Manager.

**87. Correspondence**

To consider [correspondence received from the Drill Hall Charity Incorporated Organisation](#).

**88. Items for next meeting**

**89. Date of next meeting**

To confirm the date and time of the next meeting.