

12th April 2024

Dear Councillor

You are hereby summoned to attend an ordinary meeting of the **Drill Hall Committee** of Chepstow Town Council to be held in the Council Chamber and via Zoom remote meetings <https://zoom.us/j/7344109571> on **Wednesday 17th April 2024 at 6.00pm** for the purpose of transacting the following business:

Members are reminded that they attend this meeting under the provisions of the Town Council's Code of Conduct

Members of the public are invited to address the Town Council during the 15 minutes prior to the commencement of business.

Yours faithfully



TOWN CLERK

13. Apologies

To receive apologies for absence.

14. Declarations of Interest in Items on the Agenda

15. To Suspend Standing Orders

15.1 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.

16. Minutes

To approve the [minutes of the Drill Hall Committee meeting held on 20th March 2024](#).

17. Matters Arising

To report matters arising from the minutes, for information only.

18. Drill Hall – Charity Incorporated Organisation (CIO)

To consider [correspondence received from the Drill Hall CIO](#).

19. Drill Hall governance

To consider the confidential document regarding future Drill Hall governance.

20. Drill Hall sub-committee

To formally approve the amendments to the Drill Hall sub-committee. *Final ratification of these Terms of Reference will be at the Full Council meeting on 25.4.24.*

21. Updates

To receive updates on the following:

- a. Lease
- b. Roof Replacement – insulation, PV panels.
- c. Finances – bank account, closure of old account and transfer of funds.

22. Drill Hall priorities

To discuss priorities with the Drill Hall Manager and Clerk.

23. Items for Next Meeting

24. Date of Next Meeting

To confirm the date, time and location of the next meeting of the Drill Hall Committee.