

7th June 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 12th June 2024 at 5.00pm** 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

1. **Election of Chair and Vice Chair**
2. **Apologies**
To receive apologies for absence
3. **Declarations of Interest in Items on the Agenda**
[Declarations of Interest form](#) attached for completion and return to the office. Interests may also be declared at any point in the meeting if the need arises.
4. **To Suspend Standing Orders**
 - 4.1 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.
5. **Minutes**
To approve the minutes of the [Drill Hall Committee meeting held on 17th April 2024](#).
6. **Matters Arising**
To report matters arising from the minutes, for information only.
7. **Ongoing management of the Drill Hall**
To discuss the interim set-up with the Drill Hall Volunteer Sub-Committee including ways of working in regard to the existing website and social media accounts.
8. **Keyless entry system**
To receive a verbal update from the Drill Hall Manager regarding a keyless entry system.
9. **Mobile phones and email accounts**
To consider setting up an additional email address for the Caretaker and any existing or new mobile phone contracts that may be required by staff/volunteers.
10. **Volunteer recruitment/management**
To consider volunteer recruitment and management following the resignation of the volunteer co-ordinator.

- 11. Website update**
To receive a verbal update from the Drill Hall Manager on progress to date on the new website.
- 12. Report on the funding application to Arts Council Wales**
To receive an update on the funding application made to Arts Council Wales.
- 13. Expenditure list**
To consider the expenditure list compiled by the Drill Hall Management Committee and, if appropriate, consider a visit to the hall prior to the preparation of a plan of action – *to follow*.
- 14. Update on operational matters**
To receive an update from the Drill Hall Manager on operational matters.
- 15. Bank Account**
To receive a verbal update from the Clerk on progress of the account opening.
- 16. Items for Next Meeting**
- 17. Date of Next Meeting**
To confirm the date, time and location of the next meeting of the Drill Hall Committee.