

27<sup>th</sup> 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 **DRILL HALL** and via Zoom remote meetings <https://zoom.us/j/7344109571> on **Wednesday 3rd July 2024 at 6.45pm** 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

**18. Apologies**

To receive apologies for absence

**19. 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.

**20. To Suspend Standing Orders**

**20.1 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.

**21. Minutes**

To approve the [minutes of the Drill Hall Committee meeting held on 12<sup>th</sup> June 2024](#).

**22. Matters Arising**

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

**23. Nominations for the Drill Hall Volunteer Sub-Committee (DHVSC)**

To consider the [nominations received from the outgoing Drill Hall Management Committee](#) for the new DHVSC.

**24. Policy / Plan renewals**

To consider and, if appropriate, approve the adoption of the following policies:

[Lone worker policy](#)

[Asbestos Management Plan](#)

**25. Press Release**

To consider a press release informing the community of the governance changes.

**26. Bank Account**

To note that the new bank account is set up and will shortly be ready to use. Members to consider formally writing to the bank signatories on the existing Drill Hall Management Committee account requesting that this account be closed and the balance transferred to the new account.

- 27. Keyless entry system**  
To receive a verbal update from the Drill Hall Manager regarding a keyless entry system.
- 28. Volunteer recruitment/management**  
To consider volunteer recruitment and management following the resignation of the volunteer coordinator.
- 29. Website update**  
To receive a verbal update from the Drill Hall Manager on progress to date on the new website.
- 30. Expenditure list**  
To consider the [expenditure list compiled by the Drill Hall Management Committee](#) and, if appropriate, consider the preparation of a plan of action.
- 31. Update on operational matters**  
To receive an update from the Drill Hall Manager on operational matters to include the Accessibility Audit and Licensing.
- 32. Items for Next Meeting**
- 33. Date of Next Meeting**  
To confirm the date, time and location of the next meeting of the Drill Hall Committee.