



CHEPSTOW TOWN COUNCIL

Minutes of the meeting of the **Drill Hall Transition Board** held in the Council Chamber, The Gatehouse, High Street, Chepstow on 6th March 2023 at 6.00pm

Present:

Councillors: Margaret Griffiths, Jim MacTaggart, Martin Perkins, Joy Rosser

Drill Hall: Adele Baumgardt, John Burrows, Ned Heywood, Ian Smout

In attendance: Mrs L Allen (Town Clerk)

1. Election of Chair

Cllr Margaret Griffiths as Chair of the Town Council opened the meeting and took nominations for Chair of the Drill Hall Transition Board.

Resolved:

To elect Cllr Martin Perkins to the position of Chair of the Drill Hall Transition Board.

2. Declarations of Interest in Items on the Agenda

None, however interests may also be declared at any point in the meeting if the need arises.

3. Apologies

See above.

4. Discussion items

Prior to the discussion items all those present introduced themselves and gave background employment information.

4.1 Purpose of the Transition Board (TB) and review of Terms of Reference (ToR)

It was agreed to reaffirm the purpose of the TB and ToR and to agree on the contents ensuring that all persons nominated on the board understand the commitment – the document was reviewed point by point.

Background information was given on the current status of the Charity Incorporated Organisation (CIO):

- that it has not functioned as a body for approximately 4 years
- it still exists and is reporting its statutory requirements
- it currently has 5 trustees however 2 are not wishing continue therefore will need to be revitalised
- unable to make decisions until new trustees are appointed
- should the Town Council be successful in the recruitment of a Drill Hall Manager that person would need to start applying for funding in the name of the CIO.

- It was confirmed that the CIO no longer has a bank account due to the charges and no income coming in
- One of the trustees is on as a representative of the Museum Service which was a requirement by Monmouthshire County Council (MCC) as part of the constitution but this may change.

Concerns were raised that by stating CIO through the ToR is assuming that this will be the vehicle used for the future of the Drill Hall and this may not be the case.

For the purpose of the ToR it was agreed that the objective is to transfer to a CIO but that it could be another body and ToR would be amended accordingly.

A CIO does protect individuals from personal financial responsibility and provides the opportunity for the Town Council to fully hand over the building i.e. the lease.

Number of trustees is 12 with a minimum of 3 – it can currently make decisions but would rather not as it would seem inappropriate to make major commitments on behalf of the CIO when there are only minimal trustees.

Transition Board is set up to make some decisions and will appoint a manager.

No active canvassing of trustees has occurred but could go out to DH mailing list (approx. 1000) but this is a limited pool and not be representative of the whole community.

Action Point - That a trustee advert / person specification be drawn up for agreement at the next meeting detailing experience required i.e. legal, finance, media, advertising, diversity, building maintenance, training. The advert to detail that there is an interim period where the DH is managed by the Transition Board and Management Committee with the aim that the CIO will, in time, take on responsibility and potentially sub-lease it from CTC.

The sub lease will detail the responsibilities of each parties.

A prospective trustee would need to show a commitment to the community, well-being of the town and community aspect of the hall.

Advert to be widely advertised throughout the community.

Existing constitution requires for 2 CTC councillors but these positions remained vacant due to a change in council therefore consideration needs to be given to amend this requirement. Members discussed who the Councillors, as trustees, would represent – themselves or the Council and noted that if nominated by CTC as a trustee then they are there to represent the interests of the Council.

Action Point – review the constitution in regard CTC representation.

Action Point – obtain an update from the consultant on the Business Plan.

Action Point - obtain clarification from current trustees that they wish to remain on the CIO or at least stay on in the interim until such times as other trustees are appointed.

Existing trustees have a responsibility to interview and recruit new trustees.

CIO cannot take on responsibility for the lease if it includes repairs and maintenance and employment until the Drill Hall is financially sustainable.

The trustees are needed so that there is a body that can work towards taking on responsibility.

Action Point – to review the roles and responsibilities of the CIO for example facilities.

It was **agreed** that the Terms of Reference be adopted unchanged noting that if the CIO does not continue then the ToR of the Transition Board may be amended to look for another suitable organisation.

Concerns raised in regard to applying for capital grants without having an interest in the company.

The meeting was advised that a question had been asked of the National Lottery in regard to funding and had received the following response:

Q – What is the minimum term of a lease would be for the Lottery to consider any funding applications?

Lease requirements –

Up to £100k 5 years

Between £100k to £350k 10 years

Over £350k 20 years

Q – If the Town Council were successful in its grant application what would be the implications of transferring the asset in the future to a CIO?

Regarding your final point, we would consider a transfer to a CIO, if your organisation meets our funding criteria.

Therefore, CTC can apply for capital funding with the support of CIO trustees and a CIO would be able to apply for revenue funding – this needs to be formally detailed and could form part of a Service Level Agreement.

Action Point – for finer details to be documented i.e. division of responsibilities and what role each party will have giving new trustees confidence about the way forward.

4.2 CIO (Charitable Incorporated Organisation)

See above.

4.3 Finances

See above.

4.4 Drill Hall Manager interviews

Noted shortlisting will be on 7.3.23 at 10am – 8 applications received. Shortlisting and interview panel to consist of Margaret Griffiths, Joy Rosser, Ned Heywood and Adele Baumgardt.

5. Any other business

6. Items for next meeting

Trustee advert

Review of CIO constitution to include aims and objectives and roles and responsibilities

7. Date of next meeting

To confirm that the next meeting will be on Monday, 3rd April 2023 at 6pm via Zoom.

The meeting finished at 7.40pm