



CHEPSTOW TOWN COUNCIL

Minutes of the meeting of the **Drill Hall Transition Board** held via Zoom on 3rd April 2023 at 6.00pm

Present:

Chair: Cllr M Perkins

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

Drill Hall: Adele Baumgardt, John Burrows (left 6.40pm), Ned Heywood, Ian Smout

In attendance: Mrs L Allen (Town Clerk)

8. Declarations of Interest in Items on the Agenda

None but interests may be declared at any point in the meeting if the need arises.

9. Apologies

None – all present.

10. Minutes

The minutes of the meeting held on 6th March 2023 were confirmed as a true record and will be signed by the Chair following the meeting..

11. Matters Arising

None.

12. Terms of Reference

Members undertook a further review of the Terms of Reference with particular reference to confidential matters.

Resolved:

To add the following under 5.6:

Any reports or notes on matters of a confidential and sensitive nature, in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, will not be subject to scrutiny by any individual, the Town Council or its committees including the Drill Hall Management Committee.

13. Meeting with MCC in regards to the lease

Received the notes from the meeting held with MCC in regard to the renewal of the existing lease and noted:

- MCC will consider a long lease to CTC with provision of a sub-lease to the CIO or equivalent
- CTC will need to take responsibility for the main repairs to the building including the roof
- CTC will investigate funding streams for the repairs
- CTC will need to enter into discussions with the boxing club regarding the roof repairs
- CTC need to consider whether the museum sessions should be included as there are alternative ways that this could be provided for

- A straight forward landlord / tenant lease would be more appropriate

14. Trustees

Members discussed the CIO constitution and noted its generic form, apart from the trustee membership (5 to be appointed and 7 to be nominated) and that the charity can still continue to make decisions with a minimum of 3 trustees should the other 2 not be willing to continue. The existing trustees need more detailed information on what its responsibilities will be prior to advertising and appointing any additional trustees or making any changes to the constitution.

The relationship between the Town Council and the CIO is critical and the responsibilities need to be written into a Memorandum of Understanding to support the CIO in its future decision making.

Resolved:

- a. For John Burrows to draft a Memorandum of Understanding between CTC and the CIO detailing responsibilities for each party.
- b. For representatives from the Transition Board and the CIO to review the membership of the CIO and how this may look in the future.
- c. For Cllr Margaret Griffiths to track change the constitution for review at the next meeting.

15. Drill Hall Management Committee (DHMC) – Terms of Reference

It was noted that as the Transition Board is now undertaking the strategic decisions of the Drill Hall, the DHMC needs to amend its Terms of Reference to become the day to day and operational management of the Drill Hall, i.e. volunteers, stock, bookings, pricing etc.

Resolved:

- a. For Ned Heywood to track change the Terms of Reference for the Drill Hall Management Committee so that it becomes a day to day operational management committee for the Drill Hall.
- b. For the Drill Hall Manager to be managed by the Transition Board with Human Resources (HR) issues to be undertaken by the Clerk. The Drill Hall Manager to attend all? DHMC and Transition Board meetings.

16. Charitable Incorporated Organisation (CIO)

See 14 above.

17. Items for next meeting

- Memorandum of Understanding between CTC and CIO.
- Review of CIO constitution.
- Terms of Reference for the Drill Hall Management Committee.
- Nomination of a Councillor and a Drill Hall volunteer to line manage the Drill Hall Manager.
- Review of volunteer roles.

18. Date of next meeting

The next meeting to be held on Tuesday, 25th April 2023 at 6pm via Zoom.

CLOSE: This completed the business of the meeting at 7.40pm

SIGNED CHAIRPERSON: _____ **Date:** _____