



## CHEPSTOW TOWN COUNCIL

Minutes of the meeting of the **Drill Hall Transition Board** held via Zoom on **25th 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), Mike Turner (Drill Hall Manager)

### **19. Declarations of Interest in Items on the Agenda**

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

### **20. Apologies**

None – all present.

### **21. Minutes**

The minutes of the meeting held on 3<sup>rd</sup> April 2023 were confirmed as a true record and will be signed by the Chair following the meeting.

### **22. Matters Arising**

None.

### **23. Drill Hall Manager report**

Mike Turner the newly appointed Drill Hall Manager was welcomed to the meeting and asked to give a brief report on initial thoughts on the current status of the Drill Hall. First thoughts:

- delighted to be in post
- huge affection for the Drill Hall from the volunteers and community
- challenging in regard to the fabric of the building and infrastructure which will need funding
- aware that the building is looking tired and balance to be had between being too corporate and attractive
- active group of volunteers but concerned about burn out therefore recruitment will be important
- understands that the most important role will be to apply for funding.

*With the consent of the meeting item 26. Terms of Reference for the Drill Hall Management Committee (DHMC) and the Drill Hall Charity Incorporated Organisation (CIO) was taken as the next item of business due to a prior commitment by John Burrows.*

### **26. Terms of Reference for the Drill Hall Management Committee (DHMC)**

Members present considered the revised draft Terms of Reference for the DHMC. Concerns were raised as to the legality of reducing the number of Councillors on the DHMC as in its current form it is a joint committee of the Council and that until an appropriate vehicle, for example the CIO is up and running, the existing Terms of Reference should remain.

**Resolved:**

That the existing Terms of Reference for the DHMC remain in place and the draft is a potential document for the future once the CIO is established.

Furthermore, that the Chair of the Transition Board (TB) write to the DHMC explaining that the TB has been set up to move things forward and to establish a CIO so that the Drill Hall has its own governance structure not linked to Town Council. Whilst this is carried out policy decisions will be made by the TB and that it is hoped that the DHMC will feel able to carry on with the day to day operational management.

**24. Memorandum of Understanding between Chepstow Town Council (CTC) and the Drill Hall Charity Incorporated Organisation (CIO).**

Members present considered the draft Memorandum of Understanding between CTC and CIO and thanks were extended to John Burrows for compiling the document. Members discussed the expectation of the CIO and noted that the draft document does not see the CIO taking any responsibility for the fabric and upkeep of the Drill Hall and that this is against the discussions to date.

**Resolved:**

That the Town Council write a comparative document, more in line with its expectations, for review against the existing draft document at the next meeting.

**25. Review of CIO constitution.**

To defer this item to a future meeting for both parties to give the document further consideration.

**27. Nomination of line managers for the Drill Hall Manager**

Nomination of a Councillor and a Drill Hall volunteer to line manage the Drill Hall Manager.

**Resolved:**

That Cllr Margaret Griffiths from the Town Council and Ned Heywood from the Drill Hall volunteers be line manager to the Drill Hall Manager position.

**28. Review of volunteer roles.**

To defer this item until the next meeting once the Drill Hall Manager has met with the volunteers.

**29. Items for next meeting**

- Memorandum of Understanding between CTC and CIO.
- Review of CIO constitution.
- Review of volunteer roles.

**30. Date of next meeting**

The next meeting to be held on Friday, 26<sup>th</sup> May 2023 at 10am via Zoom.

**CLOSE:** This completed the business of the meeting at 7.50pm

**SIGNED CHAIRPERSON:** \_\_\_\_\_ **Date:** \_\_\_\_\_