



CHEPSTOW TOWN COUNCIL

Minutes of the meeting of the **Drill Hall Transition Board** held via Zoom on **26th May 2023** at 10am

Present:

Chair: Cllr Jim MacTaggart (to maintain continuity due to Cllr Martin Perkins joining by remote access)

Councillors: Margaret Griffiths, Martin Perkins (remote), Joy Rosser (remote)

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

In attendance: Mrs L Allen (Town Clerk), Mike Turner (Drill Hall Manager)

31. Declarations of Interest in Items on the Agenda

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

32. Apologies

None – all present.

33. Minutes

The minutes of the meeting held on 25th April 2023 were confirmed as a true record and will be signed by the Chair following the meeting.

34. Matters Arising

None.

35. Drill Hall Manager report

Members received the report from the Drill Hall Manager and members were given the opportunity to ask additional questions:

Have initial plans changed as a result of the recommendations in the Business Plan? *No, Business Plan not quite as expected but has informed thoughts, good document to get information from, i.e. footfall, and will help format the future.*

What do you think are the priorities are? *Firstly, is to look at the public profile of the hall and the website, what the hall has to offer in terms of tourism sector, increasing business but balancing this against the fabric of the building, securing funding for the roof understanding the needs of the day to day operations (bookings) and the strategic matters (roof).*

36. Defining a publicity-based identity for the Drill Hall

Members received and considered the report on enhancing the identity of the Drill Hall.

Resolved:

To proceed with consulting with the community, on the matter of a logo, and for submissions to be received with a nominal £250.00 to be offered to the creator of the successful submission. Note that if no appropriate submission is received then another option may be proposed.

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

Members received and considered the revised draft Memorandum of Understanding between CTC and CIO.

Resolved:

For the Clerk and Drill Hall Manager to make the discussed edits and forward out to all members of the Transition Board for review via email.

38. Review of CIO constitution.

Members further reviewed the draft CIO constitution. Concerns were raised with not having a Councillor nominated as a trustee on the CIO as it would allow that member, as a Councillor, to have a non-prejudicial interest in the Drill Hall and have the ability to discuss, support and vote on any motions that may be put forward.

Resolved:

That the CIO will invite four Town Councillors to be representatives on the Drill Hall Management Committee with no trustee position on the CIO.

39. Review of volunteer roles.

Members understood a review of the volunteer policy and code of conduct for all Committee Members, Officers and volunteers.

Resolved:

To approve the volunteer policy and code of conduct for all Committee Members, Officers and volunteers. These documents to be communicated to all interested parties.

40. Business Plan (BP)

Members discussed the BP and the need to convert it into a more formal document detailing objectives, who will fulfil, timeline etc. There is a need to decide on the priorities before setting out the business plan which will detail how the objectives will be delivered. Concerns were raised that the DH cannot financially sustain the employment of a DHM with its current income and this will need to be factored into the BP after the financial year ending 2025.

Resolved:

For the Drill Hall Manager (DHM) to further develop the Business Plan (BP) to include objectives, strategies and review points. Two avenues to be considered, one to include the employment of a manager and the second to consider that the management may revert back to the volunteers with ongoing funding of some form from the Town Council or the Town Council paying for a management employee.

BP to include various objectives to meet the shared strategic plan and will continuously be scrutinised ensuring that it has enough funding for a manager. The document to be a living document and will form a core base to move forward with. Include delegation to volunteers and build on the current areas of expertise.

BP to be in draft format for the volunteer meeting on 30th June 2023.

41. Items for next meeting

Recruitment of trustees
Memorandum of Understanding
Business Plan

42. Date of next meeting

To confirm that the next meeting will be on Monday, 26th June 2023 at 6pm via Zoom.

CLOSE: This completed the business of the meeting at 11.30am

SIGNED CHAIRPERSON: _____ **Date:** _____