



## CHEPSTOW TOWN COUNCIL

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

**Present:**

**Chair:** Cllr Martin Perkins

**Councillors:** Margaret Griffiths, Jim MacTaggart, Joy Rosser

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

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

**43. Declarations of Interest in Items on the Agenda**

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

**44. Apologies**

None – all present.

**45. Minutes**

The minutes of the meeting held on 26<sup>th</sup> May 2023 were confirmed as a true record and will be signed by the Chair following the meeting.

**46. Matters Arising**

None.

**47. Drill Hall Manager report**

Members discussed the report from the Drill Hall Manager (DHM) which details a review of operations and challenges prior to the creation of a full Business Plan. Whilst it is obvious everyone is committed to the Drill Hall going forward there is still some resistance to change making it difficult to understand what people actually want to do and achieve.

Activities to date:

- Met with Monmouthshire County Council Tourism to see how to engage with tourists during holiday periods;
- Considering 7-8 potential new events and activities throughout the year;
- Met with the youth lead for schools in Chepstow to see how to better engage with young people to find out what events would attract them to the hall;
- Held discussions in regards to the website.

Members noted the difficulties in expanding on the Business Plan due to having some resistance to change and therefore and activities proposed may not be supported.

**Resolved:**

That the Transition Board (TB) are fully supportive of the work of Drill Hall Manager (DHM) and should there be any further issues of resistance, they be brought back to the TB for discussion. Furthermore, to consider a mobilisation meeting, inviting everyone involved in the Drill Hall, for the TB/DHM to present its thoughts and plans for the future, setting the strategic direction. This is of particular importance, now that the Memorandum of Understanding (MoU) has been agreed, as it will allow the volunteers

understand the responsibilities of each party and will translate the MoU into a set of guidelines to take forward.

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

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

**Resolved:**

To approve the Memorandum of Understanding between CTC and CIO subject to a clause to be considered in the future offering a mechanism for both parties to exit should there be a change in the financial viability of the business.

In addition it was agreed to commence regeneration of the CIO by advertising for Trustees with the advert being sent to the 800 plus subscribers to the Drill Hall mailchimp as well as exploring alternative avenues of advertising via social media and posters etc. Expressions of Interest to be received by end of July, application forms to be sent, detailing skills required, with a closing date of 12<sup>th</sup> September. Interviews to follow and will include CIO trustees and representatives from the Transition Board. Drill Hall Manager to co-ordinate the process.

**49. Business Plan**

Members received the draft executive summary which can be built upon over the coming weeks. TB need to agree the strategic objectives and then have a clear set of actions, who will deliver and a timeline of when they will be delivered.

**50. Drill Hall financial report**

Members received the Drill Hall financial report showing the Income and Expenditure for the Financial Year 2022-23 and the Draft Budget for 2023-24.

**51. Items for next meeting**

Progress report for recruitment of trustees.  
Business Plan update.

**52. Date of next meeting**

To confirm that the next meeting will be on 19<sup>th</sup> July 2023 at 6pm via Zoom.

**CLOSE:** This completed the business of the meeting at 7.20pm

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