



CHEPSTOW TOWN COUNCIL

Minutes of the meeting of the **Drill Hall Transition Board** held via Zoom on **19th July 2023** at 10am

Present:

Chair: Cllr Martin Perkins

Councillors: Margaret Griffiths, Joy Rosser

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

Apologies: Cllr Jim MacTaggart

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

53. Declarations of Interest in Items on the Agenda

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

54. Apologies

See above.

55. Minutes

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

56. Matters Arising

None.

57. Drill Hall Manager's report

Members noted the report from the Drill Hall Manager and, in brief, the following:

Hire of the Hall

- met a couple of new potential hirers following direct approaches made with a number of organisations.
- Working with colleagues to address matters including volunteer development and recruitment, clarifying the technical offer available and managing hirers expectations, hall charges, holiday cover for the caretaker.

Programme development

- Looking to introduce some more popular/mainstream films.
- Two evenings lined up in the autumn which should enable use of the Arts Council for Wales Night-Out underwriting scheme.
- Plans for a short Festival in early 2024 with debates and discussions on the arts, culture and the media.
- A series of daytime, light-touch talks over the late autumn and winter concerning music, classical in particular.
- Following input from Town Councillors, looking at organising some community events such as clothing swaps, book exchanges and similar.

Budget

- Reviewed the budget, presented separately, to prompt discussion as to how the Transition Board wishes to take developments forward in terms of both risk and investment.

Logo

- Received four submissions for a new logo for the Drill Hall.

Drill Hall Charity Incorporated Organisation (CIO) Trustees

- six people have expressed an interest to date.

Members noted entrance costs for a recent musical event and the potential income when larger bands perform, particularly from bar sales.

58. Progress report for recruitment of trustees

Members were advised that to date six Expressions of Interest have been received following circulation of the advert. A discussion ensued on an appropriate interview process.

Resolved:

That the Drill Hall Manager proceed with sending out application forms to those who have expressed an interest and for the interview process be reviewed by the Transition Board and CIO following the closing date.

59. Business Plan

Members received the draft Business Plan which the meeting agreed was a good way forward with objectives clearly set for the new trustees to inherit and start work on. Responsibility for the objectives needs to be detailed along with methods for monitoring.

Resolved:

For a sub-group to have an informal meeting on Tuesday, 8th August at 10am to work through the Business Plan – all members of the Transition Board to attend if available. Future meetings of the Transition Board to include a progress report to scrutinise delivery against the Business Plan.

60. Budget

The Drill Hall Manager advised that the document was incomplete but included thoughts to promote discussion.

Resolved:

For a review of the budget to be included in the discussion on the Business Plan on 8th August 2023.

61. Memorandum of Understanding

Members considered a response to queries raised in regard to the Memorandum of Understanding.

Resolved:

To respond as follows:

Caretaker Role: The Town Council will remain legally responsible for this role with costs recharged to the Management Committee until such time as the CIO is financially stable or wants to employ the caretaker. Therefore, this does not need to be included the MoU until the situation changes. In addition, the Town Council has the relevant HR expertise in place and in the future there may be a service level agreement for CTC to supply the expertise and the CIO to take over direct employment of the role. The role is also covered in the Business Plan.

Alarm Systems, Internal redecoration and fire systems: This is an operational matter and will be investigated and reported back to the Transition Board by the Drill Hall Manager. This to be extended to any works associated with the fabric of the building including the fire detectors. It is hoped that this piece of work will be imminent.

Insurance and contents: responsibility is with the Drill Hall and the MoU will be amended to show buildings and contents.

AV Cupboard approval: CTC as part of receiving the minutes approve this installation.

Future CTC and CIO Service Level Agreement: Agreed that the targets will be SMART.

62. Items for next meeting

- Business Plan
- Trustee recruitment
- Logo competition
- Volunteers

63. Date of next meeting

That the next meeting of the next Transition Board will be held on Tuesday, 12th September 2023 at 10am in the Council offices and via Zoom.

CLOSE: This completed the business of the meeting at 7.30pm

SIGNED CHAIRPERSON: _____ **Date:** _____