



## CHEPSTOW TOWN COUNCIL

Minutes of the meeting of the **Drill Hall Transition Board** held via in the Council Chamber on  
**Tuesday, 3<sup>rd</sup> October 2023** at 2pm

**Present:**

**Chair:** Cllr Margaret Griffiths

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

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

**Apologies:** Cllr Martin Perkins

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

**Member of Public:** A Drill Hall Charity Incorporated Organisation (CIO) Trustee

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

Those present were advised to declare personal interests if they had submitted applications to be trustees however they could remain in the meeting as they would not be benefiting as individuals from any decisions made.

Adele Baumgardt and Ian Smout expressed a personal interest in item 69. Correspondence from the Drill Hall Charity Incorporated Organisation.

**65. Apologies**

See above.

**66. Minutes**

The minutes of the meeting held on 19<sup>th</sup> July 2023 were confirmed as a true record and will be signed by the Chair following the meeting.

**67. Matters Arising**

None.

**68. To Suspend Standing Orders**

**a) Public Open Forum (15 minutes at the discretion of the Chair)**

One member of the public present.

**b) Drill Hall Charity Incorporated Organisation**

The meeting noted that the member of public (DR) was a CIO Trustee and acknowledged that Ned Heywood was also a member of the CIO. Both individuals were invited, but declined, to take part in the discussion around the response to correspondence received under item 69.

**69. Correspondence from the Drill Hall Charity Incorporated Organisation**

The letter was considered paragraph by paragraph.

**Resolved:**

To respond as follows:

The Transition Board has been aware throughout that the appointing of new trustees to the Drill Hall CIO can only be carried out by the existing trustees

The recruitment documents were developed by members of the DHTB, one of which was a Trustee of the CIO. Prior to being sent out via Mailchimp the advert was drafted and agreed between Mike Turner (Drill Hall Manager), Cllr Margaret Griffiths and Ned Heywood (DHTB member and CIO Trustee). The advert, requesting Expressions of Interest, was also placed on Town Council noticeboards with a request for interested persons to email a specific email address, as formerly agreed in principle to be set up by the Transition Board.

Members were referred to the DHTB minutes of 26<sup>th</sup> June where it was agreed *“to commence the regeneration of the CIO by advertising for trustees, advert to be sent via Mailchimp plus other, closing date 12<sup>th</sup> September, interviews will include CIO Trustees and representation from Chepstow Town Council”*.

The CIO Trustee application form, which had been forwarded out to all DHTB members for comment and revision, was sent to those individuals who had expressed an interest in being a DH CIO trustee.

David Rock (CIO Trustee) advised the meeting that Ned Heywood had not been given delegated authority to make decisions on behalf of the CIO. Chepstow Town Council was unaware of this and had, at all times been acting in good faith.

Members were reminded that the DHTB minutes of the 19<sup>th</sup> July recorded an update on the advert, advising of six Expressions of Interest being received causing a discussion about an appropriate interview process to be reviewed and agreed by the DHTB and CIO.

All minutes of the DHTB have been sent out to Drill Hall Management Committee (DHMC) members and CIO Trustees.

In regard to the Expressions of Interest and applications, these have all been forwarded to the CIO secretary. The DHTB has always understood that a Chepstow Town Council observer is not able to speak or vote for/against candidates.

It was noted that despite the DHTB not writing officially to the CIO, whilst producing the memorandum of understanding, all documentation had been forwarded to the DHMC members and, as all the current CIO trustees are members of the DHMC they would have been aware of what was happening. The DHMC and CIO secretary confirmed that documentation had also been sent individually to CIO Trustees.

As the CIO was dormant the DHTB does not feel that it has acted inappropriately and there was no alternative way that this work could have been carried out.

Throughout the process the DHMC has emphasised the fact that new Trustees may not be interested in coming forward without a confirmed Memorandum of Understanding (MoU). This was therefore considered an urgent piece of work.

In addition, the DHTB discussed that it would be a matter for the CIO Trustees to agree and implement a business plan and agree the MoU. There was never any intention to side step the process.

In terms of the accuracy and timeline of events the CIO Trustees present were asked if they were content with DHTB comments.

CIO Trustees advised the meeting that there should be no further issues and that they will now take over the recruitment process with the applications received.

## **70. Progress report for recruitment of trustees**

See above and note that the CIO will now take over the recruitment process with the applications received as soon as possible.

#### **71. Business Plan**

Members received an update following the working party meeting held on 8<sup>th</sup> August 2023 where the comments from the DHTB were incorporated with the following additional comments:

1. the status of a few things which are hopefully now resolved in item 69 above.
2. meetings held with the financial sub-group have provided a clear understanding of the financial properties linked to the work which can or should be carried out at the hall, therefore now closer to understanding the scope and ambitions for the future.
3. understanding the current operation and financial pressures on the hall, many of which are being resolved for example; a new pc to support management of operations, waste management requirements and other smaller operational matters which may equate to a financial commitment.

It was reaffirmed that this document, whilst for this year, is a working document written in good faith to support the future, but inevitably for the new CIO Trustees to take forward.

#### **Resolved:**

That the revised draft will be available prior to the next meeting of the DHTB.

#### **72. Logo competition**

Members were advised that a number of designs had been received and that the new identity links in to the public profile of the Drill Hall and its new website. It was noted that it is a Drill Hall logo to be decided upon by the DHTB who is a committee of the Town Council; and that the CIO, in the future, may choose to change it if they wish. Reference was made to the comments following the community consultation in that it was felt that the Drill Hall needed an identity.

In terms of the website, discussions have been held with a number of designers and important characteristics are:

1. Ease of maintenance;
2. Information- flow to newsletter, social media, Visit Monmouthshire;
3. Engagement with visitors through the tourism department at Monmouthshire County Council, the Tourism Association and Wye Valley & Forest of Dean.

In addition, there will need to be links to the Hallmaster bookings and Square advanced booking site

#### **Resolved:**

1. Website developers be asked to attend the next meeting of the DHTB.
2. That there are elements of a number of logos which are liked and for the Community Projects Officer be tasked with pulling together a design.
3. For £? gift vouchers to be sent to the young entrants thanking them for participating.

#### **73. Volunteers**

The meeting was advised that an advertisement for volunteers had been published but only one application had been received. It was suggested that in the future consideration is given to forming roles / jobs for the volunteers to ensure that people have relevant experience / training to run events i.e. projectionists.

#### **74. Items for next meeting**

Invite CIO Trustees to give CIO update.

*It was noted that the recruitment would commence after 16<sup>th</sup> October and it was agreed the DHTB to write to the CIO trustees for feedback on the recruitment process, timeline and proposed dates to ensure a*

*member of the Council can attend. In addition to request confirmation that the CIO Trustees are content with the comments from the DHTB under item 69 above.*

Update on new LOGO

Website

Business Plan

**75. Date of next meeting**

That the next meeting of the Transition Board will be held on Tuesday, 14<sup>th</sup> November 2023 at 2pm in the Council offices.

**CLOSE:** This completed the business of the meeting at 3.40pm

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