



## CHEPSTOW TOWN COUNCIL

Minutes of the meeting of the **Drill Hall Transition Board** held via in the Council Chamber on  
**Tuesday, 14<sup>th</sup> November 2023** at 2pm

**Present:**

**Chair:** Cllr Martin Perkins

**Councillors:** Jim MacTaggart, Margaret Griffiths, Joy Rosser (remote)

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

**Apologies:**

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

**Member of Public:** Two Drill Hall Charity Incorporated Organisation (CIO) Trustees

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

None.

With the consent of those present at the meeting it was **Resolved** to vary the order of business at take item 80. To suspend Standing Orders as the next item.

**80. To suspend Standing Orders**

**a) Public Open Forum**

No comments.

**b) Web designers**

Presentations were received from two prospective web designers and the meeting agreed that the second designer be asked to present to the Drill Hall Management Committee and for that committee to make the final decision.

**c) Drill Hall Charity Incorporated Organisation (CIO)**

Members received an update on the recruitment process from the Trustees present and were advised that of the 10 applications received for the role of Trustee, 7 out of the 8 offered the role have formally accepted. There will be a formal meeting of the CIO in early December to change the constitution, following which the Charity Commission will be advised of the new Trustees. It is hoped that by January there will be a functioning CIO.

Members discussed whether the Transition Board is still required as it has fulfilled its role. Any future legal decisions regarding the lease renewal and either a partnership agreement or service level agreement between Chepstow Town Council and the CIO will be the responsibility of the Town Council as a whole.

It was agreed that the request to dissolve the Transition Board be considered at the next meeting of Chepstow Town Council in November.

Those present noted that should an agreement not be reached with the CIO on how the Drill Hall moves forward then the Town Council would be able to consider other alternatives.

Following this discussion, Cllr Margaret Griffiths advised the meeting that the Town Council had an agreement in principle for funding under the Transforming Town Placemaking Grant scheme via Welsh Government and Monmouthshire County Council. This funding is for up to 80% of the costs to replace the roof at the Drill Hall, however was subject to the work being completed by 31<sup>st</sup> March 2024. It was noted that the Drill Hall may need to close for a short period while these works are undertaken, should the grant be successful.

*Standing orders were re-instated.*

**77. Apologies**

See above.

**78. Minutes**

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

**79. Matters Arising**

None.

**80. To suspend Standing Orders**

See above.

**81. Business Plan**

Members received the draft business plan and noted the reasons for the “greyed out” financial section that, despite two meetings of the finance sub-group, there were no clear decisions on how to take budget matters forward. This is due to a number of challenges around technical items which need replacing and the funds available.

The meeting discussed whether the Drill Hall was a business and how it would be referred to within the document.

**Resolved:**

To accept the business plan subject to minor amendments and to allow the Drill Hall Manager to work with the action plan and objectives. In addition, rather than referring to the Drill Hall as a business, the business plan will refer to a “self-sustaining, income generating community and arts centre.

**82. Volunteer Management**

- a) Members received a verbal update from the Drill Hall Manager following the Volunteer meeting held on Tuesday, 14<sup>th</sup> November 2023 and noted the concerns regarding the failing of aged technical equipment making events difficult to deliver. The volunteers also agreed that the volunteer committee is essential to enable feed back to the Drill Hall Management Committee on any issues.
- b) Members noted that a representative to oversee health and safety issues is being sought and that there is a Health and Safety training event for volunteers planned.

**83. Logo**

Members discussed the logo designs.

**Resolved:**

To refer the decision of an appropriate logo to the Drill Hall Management Committee.

**84. Finance Sub-group**

See item 81. Business Plan above.

**85. Drill Hall Management Committee (DHMC) – Half year financial position**

Members received the half year financial position for the DHMC and were advised that due to rising costs of insurance and fuel it is the second year running that the Drill Hall has run in a deficit and is not sustainable in its current form. Concerns were raised should the building need to be closed during the roof works and the impact that this will have on income.

**86. Grant funding applications**

Members noted that two funding applications have been submitted, one to Monmouthshire Building Society to expand the film programme and the second to a charity for replacement tech. The Drill Hall Manager advised that many of the grants available are not open to local authorities or public bodies.

**87. Correspondence**

Members noted correspondence received from the Drill Hall Charity Incorporated Organisation regarding the consultation process for the Memorandum of Understanding.

**88. Items for next meeting**

None.

**89. Date of next meeting**

There is no future meeting planned as the recommendation is to dissolve the Drill Hall Transition Board.

**CLOSE:** This completed the business of the meeting at 4.35pm

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