



CHEPSTOW TOWN COUNCIL

Minutes of the Ordinary meeting of the **Drill Hall Committee** of **Chepstow Town Council** held via in the Council Chamber and via Zoom on Wednesday, 20th March 2024 at 5.00pm

Present:

Chair: Cllr M Griffiths

Councillors: S Ashby (remote), E Becker (remote), M Le Peltier, J MacTaggart, M Perkins (remote), J Rosser, A Thompson-Lancaster (remote)

Apologies:

In Attendance: Mrs. Lucy Allen (Town Clerk)
Mr Mike Turner (Drill Hall Manager)

1. Election of Chair and Vice Chair

Nominations for Chair and Vice Chair were sought.

Resolved:

To elect Cllr M Griffiths as Chair and Cllr M Perkins as Vice Chair of the Drill Hall Committee.

2. Apologies

None.

3. Declarations of Interest in Items on the Agenda

None.

4. To Suspend Standing Orders

4.1 None present.

5. Drill Hall Governance

Members discussed the future governance of the Drill Hall.

Resolved:

To write to the CIO advising that the new lease is in place, allowing the Town Council to underlet to a charitable or non-profit making body, and ask if it would be interested in the underlet.

6. Terms of Reference

6.1 Members reviewed the terms of reference for the Drill Hall Committee.

Resolved:

That subject to minor amendments the terms of reference be approved by the Finance, Policy and Audit Committee, as is due process, for final ratification at the Full Council meeting on 27th March 2024.

6.2 Members discussed at length the terms of reference for the Drill Hall Operating Committee.

Resolved:

That subject to a number of amendments the terms of reference be approved by the Finance, Policy and Audit Committee, as is due process, for final ratification at the Full Council meeting on 27th March 2024.

In addition that the bank account is opened with Lloyds Bank, as per the resolution of Full Council at its meeting on 6.3.24 (minute ref 168) with Cllrs M Griffiths, J MacTaggart, M Perkins and J Rosser as signatories.

7. Community representative on the Drill Hall Committee (DHC)

Members discussed how a community representative will be invited to the DHC.

Resolved:

That community representatives who have specific expertise relevant to agenda items be invited on an adhoc basis to meetings of the Drill Hall Committee.

8. Council representative on the Drill Hall Operating Committee (DHOC)

Members considered nomination of a Councillor as the Town Council’s representative on the DHOC.

Resolved:

That Cllr Jim MacTaggart be the Town Councils representative on the DHOC.

9. Lease and Roof Replacement

Members were advised that work had commenced on site and are expected to take approximately eight weeks with the hall remaining open during this time. The lease is in the final stages of being approved and will include the ability to underlet as well as having a seven-year break clause for both parties.

10. Drill Hall priorities

Item deferred to the next meeting.

11. Items for Next Meeting

Drill Hall priorities

Finances

Bank Account and closure of Drill Hall Management Committee account

12. Date of Next Meeting

Confirmed that the next meeting of the Drill Hall Committee will be held in the Council Chamber and online via Zoom at 6pm on 17th April 2024.

CLOSE: This completed the business of the meeting at 6.10pm.

Signed:

Chair

Date: