



CHEPSTOW TOWN COUNCIL

Minutes of the Ordinary meeting of the **Drill Hall Committee of Chepstow Town Council** held in the Council Chamber and via Zoom on Wednesday, 17th April 2024 at 6.00pm

Present:

Chair: Cllr M Griffiths

Councillors: M Le Peltier (remote), J MacTaggart, M Perkins (remote), J Rosser (remote)

Apologies: Cllr S Ashby

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

13. Apologies

See above.

14. Declarations of Interest in Items on the Agenda

None.

15. To Suspend Standing Orders

15.1 None present.

16. Minutes

The Minutes of Drill Hall Committee meeting held on Wednesday, 20th March 2024 were approved as a true record and signed by the Chair.

17. Matters Arising

None.

18. Drill Hall – Charity Incorporated Organisation (CIO)

Members considered correspondence received from the Drill Hall CIO. A discussion ensued regarding the reference made to the Memorandum of Understanding (MoU) that had been in a draft format but ceased to be of relevance when the Drill Hall Transition Board was dissolved.

Resolved:

To respond to the CIO advising that the MoU has no relevance in the current situation and to ask again for a non-binding agreement in principle indication as to whether the CIO would be interested in taking on full responsibility for the management of the Drill Hall.

19. Drill Hall governance

Members considered the confidential document regarding future Drill Hall governance.

Resolved:

That whilst the CIO are considering the Town Councils proposal, and to satisfy audit requirements, the Town Council continues with dissolving the Drill Hall Management Committee and sets up a sub-committee to book, organise and run events. In addition, appropriate financial records to record and manage income and expenditure are to be considered by the Finance, Policy and Audit

Committee at its meeting in June. The Clerk and Drill Hall Manager to have delegated powers to work with the Drill Hall Management Committee to undertake these changes.

20. Drill Hall sub-committee

Members considered the amendments to the Drill Hall sub-committee Terms of Reference as recommended by the Finance, Policy and Audit Committee at its meeting on 20.3.24.

Resolved:

To approve the amendments to the Drill Hall sub-committee Terms of Reference for final ratification at the Full Council meeting on 25.4.24. Once approved these to be presented to the Drill Hall Management Committee as per the resolution 19. above.

21. Updates

Members noted the following updates:

a. Lease – currently still in draft form, negotiations for a right over the car park (as advised by the Town Council’s solicitor) had been refused by Monmouthshire County Council however a 7-year break clause had been approved. The lease should be finalised imminently.

b. Roof Replacement – the meeting noted that there is no insulation over the Boxing Club roof area and that some fascia boarding needs to be replaced. A quote had been received for approximately £4,000 which would be presented to Full Council at its meeting on 24.4.24.

Members suggested that the Boxing Club may like to apply for a grant from the Council to cover the costs of this work.

In regards the PV panels Members noted that it was hoped to achieve at least 1/3 of the energy costs for the main hall with the installation of 9 panels. The Drill Hall Manager advised that he had held discussions with the Lottery and that there is potentially grant funding available for solar panels. The system being installed would be of such a nature that additional panels could be added should funding be successful.

Resolved:

To delegate authority to the Clerk and Drill Hall Manager to proceed with any grant funding that may be available.

c. Finances – noted that the opening of the bank account process had commenced and once opened the closure of the existing Drill Hall Management Committee account and transfer of funds would take place.

22. Drill Hall priorities

Members discussed priorities with the Drill Hall Manager and Clerk.

Resolved:

That given the amount of work required to bring the governance in line this become a standing agenda item with consideration to be given to the following to be discussed at a future meeting: Best use of the building, available room space, development of the programme, increase volunteer base, staffing.

23. Items for Next Meeting

Updates on all of the above items.

24. Date of Next Meeting

Confirmed that the next meeting of the Drill Hall Committee will be on Wednesday, 1st May at 6pm in the Council Chamber and online via Zoom.

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

Signed: Chair

Date: