



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, 12th June 2024 at 5.00pm

Present:

Chair: Cllr M Griffiths

Councillors: E Becker (remote), T Griffiths, J MacTaggart, M Perkins, J Rosser

Apologies: Cllr M Le Peltier

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

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

See above.

3. Declarations of Interest in Items on the Agenda

None.

4. To Suspend Standing Orders

4.1 None present.

5. Minutes

The Minutes of Drill Hall Committee meeting held on Wednesday, 17th April 2024 were approved as a true record and signed by the Chair.

6. Matters Arising

None.

7. Ongoing management of the Drill Hall

Members discussed the interim set-up with the Drill Hall Volunteer Sub-Committee including:

- Noted that the terms of reference for the Drill Hall Volunteers Sub-Committee have been approved and the last meeting for the Drill Hall Management Committee will be on 25th June when nominations will be put forward for consideration by the Drill Hall Committee to be on the new Sub-Committee.
- Noted that no response had been received from the CIO following a letter sent advising of the Council's decision not to proceed with an underlet of the lease.
- The Town Council can ask volunteers to join the new Sub-Committee provided they are already volunteering and have a strong interest in the Drill Hall.

- Website – existing site still held with individual volunteers and therefore there will need to be a point of transfer of information to the Town Council. Town Council officers to have full responsibility of social media accounts however volunteers may wish to assist.

Resolved:

To give Town Council's paid employees (Communications Officer and Drill Hall Manager) full responsibility to run all social media accounts in relation to the Drill Hall.

8. Keyless entry system

Members received a verbal update from the Drill Hall Manager regarding a keyless entry system and noted:

- While there are a high number of bookings that require a Drill Hall person to be there at the outset, a keyless system will allow the Caretaker (for example) to set up the Hall on one day and allow access to a hirer the next.
- The system will mean better control over different people who have access to the building.
- Have reviewed system at Priory Hall in Much Wenlock who simply have the one security handle/lock, where the Drill Hall currently has a handle, lock and Yale there will be a requirement to check with the Town Council's insurers that they would be happy with this new set-up. In addition, we may need to organise an interaction between a keyless lock and the alarm system.
- A system like this offers a level of flexibility and control that we don't currently have and is run via an App.

Resolved:

To delegate authority to the Drill Hall Manager and Clerk to further investigate installing a keyless entry system with funding agreed up to a maximum of £1,000 (*LGA 1976 (MP), s19*).

9. Mobile phones and email accounts

Members received an outline of the current set up for mobile phones and email accounts including:

- Currently, the Caretaker, Manager and one of the volunteers (who is part of the caretaker/keyholder team) have mobiles paid for through the Drill Hall accounts.
- The volunteer's phone has broken and cost to repair is £180.00 – this volunteer is integral to the current running of the Drill Hall and supports the Caretaker in his duties.
- The caretaker operates under a private email address.

Resolved:

To purchase a non-smart phone hand set for use by the volunteer and to set up a business email address which is accessible to a number of people in the caretaker's absence. In addition to undertake a review of the Caretakers hours against what is required at the Drill Hall and report back to the next meeting.

10. Volunteer recruitment/management

There are three groups, with many people being part of all three - CIO Trustees / Drill Hall Volunteers (who themselves subdivide into - Bar and front of house / Technical / DIY / Caretaking / Film/Streaming booking / Publicity - Website/Social Media/Posters/Mailchimp) and the newly formed Drill Hall Volunteer Sub Committee members. The group that is the most customer facing are the ticketing/bar volunteers however there, sometimes, are not enough of

them limiting what they can support. Therefore, the Town Council could do with growing the volunteer body.

Recruitment – A couple of recruitment drives have been undertaken which have been unsuccessful. Meeting arranged with the Bridges Centre on 27th June who do have potential volunteers ready to be placed.

Volunteer management - Current co-ordinator stepping down due to increased family commitments.

Resolved:

For the Drill Hall Manager to manage the volunteers until a suitable Volunteer Co-ordinator is found. Discussions to be held with the persons who have contacted the Town Council directly to ascertain their interest in becoming a volunteer / volunteer co-ordinator.

In addition, and in time, for the local schools to be contacted to see if the older students would be interested in volunteering.

11. Website update

Members received an update on the development of the current website, the provider of which was agreed by the Transition Board. Members noted that it had taken longer to develop than expected. A meeting had recently been held to address a number of issues which are now sorted. The new site will include all public events that take place at the Hall, if hirers want them to be included.

Resolved:

That future management of the website will be the responsibility of the Drill Hall Manager, or someone under their direction which could still be a volunteer. In addition, the provider of the website to be given a deadline for launching.

12. Report on the funding application to Arts Council Wales

Application has been submitted with the following items: 230 chairs / Sanding the floors / Decorating the Hall and bar / Replacing the curtains and sails with acoustic panels/baffles / Audience area lighting improvements (where the leaks have meant that the lighting has had to be isolated) / Uprate satellite cabling (make it more robust) / New sound mixer (currently totally reliant on a good but small model) / Increased microphone capacity (they are popular and well-used) / A new, higher specification Blu-ray player.

A response is expected in July to the application.

13. Expenditure list

Members were advised of an expenditure list which had been drafted up by the Management Committee. In addition to many other items, there is potentially about £9,000 of Health and Safety work that is required to be undertaken as soon as possible.

Resolved:

For the Drill Hall Manager to report on the emergency items from the expenditure list for the next meeting to include what / where / when and how. In addition, for a walk around meeting to be arranged with the Drill Hall Committee to review the hall and the expenditure list.

14. Update on operational matters

Internal Audit: Members were advised that in terms of Internal Audit the Caretaker salary reporting needs to be adjusted to show as an employee salary and not as income and expenditure.

