



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, 3rd July 2024 at 6.45pm

Present:

Chair: Cllr M Griffiths

Councillors: T Griffiths, J MacTaggart (remote), 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)

Members of Public: 2

18. Apologies

See above.

19. Declarations of Interest in Items on the Agenda

None.

20. To Suspend Standing Orders

20.1 None present.

21. Minutes

The Minutes of Drill Hall Committee meeting held on Wednesday, 12th June 2024 were approved as a true record and signed by the Chair.

22. Matters Arising

None.

23. Nominations for the Drill Hall Volunteer Sub-Committee (DHVSC)

Members considered the nominations received from the outgoing Drill Hall Management Committee for the new DHVSC and further considered how to fill the additional two vacancies. It was noted that the Drill Hall Manager will be undertaking populating the volunteer sign-up sheet until someone is appointed as Volunteer Co-ordinator.

Resolved:

a) To approve the following as members of the new DHVSC:

Ned Heywood, Anne Rainsbury, Angela Middleditch, Nicky Bailey, David Rock, Kevin Allen, Hilary Lodge, Caroline Duchet.

b) To approve the following as officers of the new DHVSC:

Chair - Ned Heywood

Vice chair - Kevin Allen

Treasurer - John Burrows (non-member of DHVSC)
Assistant treasurer - Ian Smout (non-member of DHVSC)
Secretary - Hilary Lodge

c) For the Drill Hall Manager to approach 2 known interested parties to ask if they are interested in joining the DHVSC as a member and if either would take on the role of Volunteer Co-ordinator.

d) Cllr Jim MacTaggart was nominated as the Town Council's representative on the DHVSC.

24. Policy / Plan renewals

Members considered the adoption of the following policies:

Lone worker policy

Asbestos Management Plan

Resolved:

To approve the Loan Worker Policy and Asbestos Management Plan for the Drill Hall. In addition, that all policies are made available to the volunteers and a training session be held in the Autumn.

25. Press Release

Members considered a press release informing the community of the governance changes.

Resolved:

For the Drill Hall Manager and Communications Officer to work on a suitable press release detailing the governance changes, invaluable volunteer involvement, future programme, recent roof works and summer events.

26. Bank Account

Members noted that the new bank account is set up but access for the Clerk and Drill Hall Manager to process transactions on a day to day basis is still in progress.

Resolved:

That, once access has been sorted, to formally write to the bank signatories on the existing Drill Hall Management Committee account requesting that this account be closed and the balance transferred to the new account.

27. Keyless entry system

Members received a verbal update from the Drill Hall Manager regarding a keyless entry system and noted that the insurance company are happy with the proposed new set up.

Resolved:

To obtain comparable quotes/set ups from other venues and proceed with installing a keyless entry system.

28. Volunteer recruitment/management

Members considered volunteer recruitment and management following the resignation of the volunteer co-ordinator and noted that the Drill Hall Manager will undertake the completion of the sign-up sheets for the events. A number of Councillors offered their time as a volunteer as and when required.

Resolved:

See item 23(c) above and to advertise for volunteers.

29. Website update

Members receive a verbal update from the Drill Hall Manager on progress to date on the new website and noted that it is close to fully functioning with just some minor works to be carried out. The volunteer who holds “drillhall.co.uk” and “.org” agreed to handover these domains subject to the back bills being paid.

Resolved:

a) To clarify the post set up support offered by the contractor is sufficient and push towards a launch date of 1.8.24.

b) To transfer the domain names (drillhall.co.uk and .org) to the Town Council and reimburse the costs of back bills of approximately £30 to the volunteer.

c) To ask the Town Council’s provider if it would take over support of the Drill Hall website should there be any issues in the future.

30. Expenditure list

Members considered the expenditure list compiled by the Drill Hall Management Committee noting that Health and Safety and security items are top priority.

Resolved:

1. To approve the following:

a. Upgrade to fire alarm system to provide new panel and ability to cope with smoke/haze - £4,000

b. Replacement of fire alarm system mechanical bells by electronic sounders with visual display - £1,350.

c. Additional fire alarm system sensor in tech room - £1,100.

d. Flammables storage unit - £200.00.

e. Chemical storage cupboard - £500.00

f. Additional emergency exit light at Orchard Garden exit – cost to be confirmed, delegated to Drill Hall Manager to progress under emergency powers.

g. Fix emergency exist light at rear fire exit – cost to be confirmed, delegated to Drill Hall Manager to progress under emergency powers.

2. To await the outcome of the Arts Council Wales grant application before proceeding with cleaning and fire retarding the hanging canopies and curtains until response.

3. To await the outcome of the Arts Council Wales grant application before proceeding with a number of key decorating and similar items.

31. Update on operational matters

Member received an update from the Drill Hall Manager on operational matters and noted:

1. The Accessibility Audit which was required as part of the Arts Council grant reported a number of areas that need to be reviewed including: accessibility and access pages on the website due to it being under development, door furniture (needs to be easy to operate and positioned in the correct place), public toilets to have accessible coat hooks, grab rails which are not contrasting with the back ground wall colour (for example white on a white background) and changes to the ramp up to the stage which does not conform to standards. Feedback on the Arts Council Wales grant application would be waited on to help guide how to progress this.

2. Licensing – Members noted that Monmouthshire County Council had recently completed an audit and that overall the Drill Hall is conforming to the licence with some adjustments needing to be made to the booking process and form.

It was confirmed that Chepstow Town Council is the formal license holder and therefore can decide who runs a bar at the Drill Hall. No Councillor needs to be present but the Council must be happy to entrust responsibility to a named person. However, the Council remains responsible should there be an issue with a hirer not abiding by the licence terms and conditions.

During discussions it was noted that a suitably constituted community group/organisation could apply for a start-up grant from the Town Council’s community grant scheme and take over the running of the arts programme.

Resolved:

1. That the Accessibility Audit be an operational matter and any works are undertaken up to the limits prescribed in the Town Council’s Financial Regulations.
2. That a full review be undertaken on how the bar operates at the Drill Hall.

32. Items for Next Meeting

Licensing
Programme and development
Bar

33. Date of Next Meeting

The next meeting of the Drill Hall Committee will be held on Wednesday 4th September 2024 at 7pm in the Council Chamber and online via Zoom.

CLOSE: This completed the business of the meeting at 8.40pm.

Signed: Chair

Date: