

CHEPSTOW TOWN COUNCIL

The Gatehouse, High Street, Chepstow
Tel. 01291 626370 Email: admin@chepstow.co.uk

26th August 2026

Dear Councillor

You are hereby summoned to attend the Extraordinary meeting of the **Drill Hall Committee** of Chepstow Town Council to be held in the **Council Chamber** and via Zoom remote meetings <https://zoom.us/j/7344109571> on **Wednesday, 2nd September 2026 at 7pm** for the purpose of transacting the following business:

Members are reminded that they attend this meeting under the provisions of the Town Council's Code of Conduct

Members of the public are invited to address the Town Council during the 15 minutes prior to the commencement of business.

Yours faithfully



Lucy James
TOWN CLERK

80. Election of Chair and Vice Chair

81. Apologies

To receive apologies for absence.

82. Declarations of Interest in Items on the Agenda

To receive Declarations of Interest ([flowchart](#) and [form](#) attached). *Form to be completed and returned to the office.* Interests may also be declared at any point in the meeting if the need arises.

83. Exclusion of Press and Public

To consider excluding the press and public for the discussion of Items 49. Staffing Matters owing to the confidential and sensitive nature, this is in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960.

84. Job Descriptions

To consider the report and considerations.

85. Recruitment

To agree Councillors for the shortlisting and interview panel and timescales for recruitment.

86. Staffing

To consider the confidential report.

87. Date of Next Meeting

The next meeting of the Drill Hall Committee will be held on 14th October 2026.