

CHIPPENHAM TOWN COUNCIL

Minutes of a meeting of the Civic Matters Sub-Committee held at the Mayors Parlour, Town Hall, High Street, Chippenham on Wednesday 26 July 2017 at 2pm.

COUNCILLORS: Mary Norton (Chairman) Andy Phillips
Michael Merry

IN ATTENDANCE: Councillor Nina Phillips

OFFICERS PRESENT: Mark Smith (Chief Executive)
Mary Laing (Democratic & Civic Officer)

PUBLIC PRESENT: Mr Cedric Norton.

PRESS PRESENT: No members of the press were present.

PUBLIC QUESTION TIME

No public questions were received.

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Desna Allen and Rajvir Gill.

2. DECLARATION OF INTEREST

There were no declarations of interest declared.

3. MINUTES

Members approved as a true record the minutes of the meeting held on Wednesday 26 April 2017 and they were signed by the Chairman.

4. CHAIRMANS ANNOUNCEMENTS

The Chairman welcomed all members to the first meeting of the Civic Matters Sub-Committee for 2017.

5. FLAG FLYING PROTOCOL

Members discussed the different national guidance days on flag flying on Government buildings noted in the report (Appendix 5a) and although not all dates were agreed, five dates were selected. Members agreed that the final decision on suitable days should be agreed, in advance, by The Mayor and the Chief Executive. Members agreed that this Council should purchase and fly a Town Council flag on appropriate days.

RESOLVED that:

- i. Members agreed to follow five dates on the national guidance on the flying of the Union Flag at the Town Hall provided in Appendix 5a and future days will be agreed, in advance, by the Mayor and Chief Executive.

- ii. Members agreed to the purchase of a Town Council emblem flag and alternate this with The Neeld flag flown at the Town Hall and a protocol produced to reflect this decision.

6. MERCHANT NAVY DAY

Members fully supported the Merchant Navy Day. Members discussed the timeline and agreed to purchase a Red Ensign flag and participate in a flag raising ceremony on Friday 01 September 2017. The Ensign to be flown on Friday 01 September until Sunday 03 September, where it will then be changed to the Town Council flag for Civic Sunday. After Civic Sunday, the Ensign to be re-flown until Monday 04 September 2017. Members agreed to support this annual event and for it to be added to the Civic Event list.

RESOLVED that:

Members agree to purchase the Red Ensign flag and to host a flag raising ceremony on Friday 01 September 2017 to enable the Red Ensign to be flown until Monday 04 September 2017, with the change to the Town Hall flag during Civic Sunday. Members agreed to support this annual event and for it to be added to the Civic Event list.

7. MAYORAL PHOTOGRAPHS

Members received an update from the Chief Executive and Members agreed the most suitable relocation of these photographs should be with the Honours Board near the Town Hall entrance.

Members also agreed to relocate the Mayoral photographs inside the Mayors Parlour, leaving a photograph of the current Mayor and updating it with the newly elected Mayor.

As this will require additional information and forward planning, Members requested professional advice and draft plans be sought and circulated to Members and brought back to the next meeting of this committee.

Members wanted this request be taken to the next meeting of Full Council.

RESOLVED that:

Members agreed to relocate the Mayoral Photographs, past and Present, to the Town Hall entrance next to the Honours Board.

Members requested professional advice and draft plans be provided and this request taken to the next meeting of Full Council.

8. CIVIC EVENTS

The Democratic & Civic Officer gave an overview of the current Civic events structure. Members all agreed that the current Civic Events work very well to showcase the Town Hall and The Neeld on two separate occasions and to different audiences. Members agreed to retain the current format.

RESOLVED that:

- i. Members agreed to retain the Mayors Investiture in the current format with a formal Civic event in the Town Hall followed by a reception in The Neeld.
- ii. Members agreed to retain the Civic Awards presentations at Civic Sunday in September.

- iii. Members agreed not to amalgamate the Mayors Investiture with Civic Sunday.

9. TOWN CRIER

Members were given a verbal update by the Democratic and Civic Officer on the future role of a Town Crier for Chippenham Town Council.

The Democratic & Civic Officer was approached by the award winning Calne Town Crier offering his services, on a shared basis, to provide Town Crier support for both Calne and Chippenham Town Councils. The current joint Civic Events will not clash apart from Remembrance Sunday, which the Town Crier will attend Calne's event. The honorarium remains within the current budget.

The current Town Crier outfit can be adjusted.

Members agreed the Town Crier can be accompanied by his son, a Junior Town Crier, at suitable events.

Members agreed to take on a shared Town Crier for the Town, with an honorarium. Members wanted to retain the tradition of a Town Crier and agreed the Chief Executive should formally approach Calne Town Council to request this mutual agreement. The Chief Executive to update Members once this had been completed. Members asked that the Town Crier is invited to attend a future meeting of this committee once he is in post.

RESOLVED that:

The Chief Executive to formally approach Calne Town Council to request this mutual agreement. The Chief Executive to update Members once this had been completed. The Town Crier signs an agreement with Chippenham Town Council and receives an honorarium.

The Town crier is invited to attend a future meeting of this committee once he is in post.

10. ITEMS FOR FUTURE AGENDA

Councillor Andy Phillips requested a report on installing an upright flag pole at the front of the Town Hall.

Councillor Andy Phillips requested plans for the relocation of the Mayoral photographs be brought to the next meeting.

Councillor Mary Norton requested an invitation to the Town Crier to attend a future meeting of this committee, once he is in post.

11. DATE OF NEXT MEETING

The next meeting will be held on Wednesday 11 October 2017 at 2pm.

The meeting concluded at 3pm.

These minutes are subject to confirmation at the next meeting

Signed on behalf of the committee as a true record of the meeting

Date: