



Chippenham
Town Council

Improving
the quality
of town life

Wednesday 25 October 2017

To: Councillors:

Desna Allen
Rajvir Gill
Andy Phillips

Mary Norton (Chairman)
Michael Merry

Dear Councillor,

**MEETING OF THE CIVIC MATTERS SUB-COMMITTEE – WEDNESDAY 01
NOVEMBER 2017**

You are summoned to attend the Civic Matters Sub-Committee Meeting of Chippenham Town Council to be held in the Town Hall, High Street, Chippenham on **Wednesday 01 November 2017** commencing at **2.30pm** for the transaction of the business given in the Agenda attached.

All Council meetings are open to the public and press. Members of the public are invited to address the Council at this meeting at 2.30pm.

Yours faithfully,

Mark Smith MBA LLB (Hons) CMgr FCMI
Chief Executive

RECORDING OF PUBLIC COUNCIL MEETINGS

Recording and using social media is permitted at Council meetings which are open to the public - however, anyone wishing to do so must speak to the Town Council staff prior to the meeting as there are rules which must be followed.

2pm PUBLIC QUESTION TIME (not to exceed 30 minutes)

The public are welcome to make representations, ask questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.

Any individual representation is limited to no more than 3 minutes. The Chairman will call the representation from those who are indicating that they wish to speak; written representations can also be received in advance of the meeting.

A record of any public participation session shall not be included in the Minutes, but included as an appendix note to the Minutes of the meeting.

AGENDA

CIVIC MATTERS SUB-COMMITTEE MEETING

Wednesday 01 November 2017

1. APOLOGIES FOR ABSENCE

To receive apologies for absence and consider if the reason for absence should be formally approved by the Council.

2. DECLARATION OF INTEREST

All Members of the Town Council are reminded to declare any pecuniary or non-pecuniary interests they may have in any business of the Council, its Committees or Sub-Committees, in accordance with the latest approved Code of Conduct.

Members are reminded to declare any dispensation granted in relation to any relevant matter.

3. MINUTES

To receive the draft minutes of the meeting held on Wednesday 26 July 2017 with one update regarding the Town Crier (Agenda Item 9 of minutes 260717) (copy attached).

4. CHAIRMANS ANNOUNCEMENTS

5. FLAG POLE AT THE TOWN HALL

At Members request, to receive a report from the Democratic & Civic Officer to purchase a flagpole at the Town Hall (copy attached).

6. CIVIC AND CEREMONIAL BUDGET 2018 / 2019

To receive a report from the Democratic & Civic Officer on the Civic and Ceremonial budget 2018 / 2019 (copy attached).

7. MAYORS CADET

To receive a report from the Democratic & Civic Officer on the future role of a Mayors Cadet to accompany the Mayor at Civic Events (copy attached).

8. MAYORAL PHOTOGRAPHS

To receive a report from the Democratic & Civic Officer for the relocation of the historical Mayoral photographs (copy attached).

9. CIVIC EVENTS

For Members to discuss previous and forthcoming Civic Events.

10. ITEMS FOR FUTURE AGENDA

Members are invited to submit items for inclusion on future Committee Agendas that are within the Committee's remit. Any items submitted this afternoon are not for discussion at this meeting but may be considered for a future date. (This does not preclude Members putting forward written Motions or Recommendations at other times as specified in SO 8).

11. DATE OF NEXT MEETING

The next meeting of the Civic Matters Sub-Committee will be held on Wednesday 31 January 2018.