

# CHIPPENHAM TOWN COUNCIL

**Minutes of a meeting of the Civic Matters Sub-Committee held in the Town Hall, High Street, Chippenham on Wednesday 01 November 2017 at 2.30pm.**

**COUNCILLORS:** Councillors Mary Norton (Chairman) Michael Merry  
Desna Allen Rajvir Gill

**OFFICERS** Mark Smith (Chief Executive)

**PRESENT:** Mary Laing (Democratic & Civic Officer)

**PUBLIC PRESENT:** One member of the public was present.

## **PUBLIC QUESTION TIME**

There were no written or verbal questions from any member of the public.

### **12. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Andy Phillips.

### **13. DECLARATION OF INTEREST**

No declarations of interest were made.

### **14. MINUTES**

Members approved as a true record the minutes of the meeting held on Wednesday 26 July 2017 with the following addition: "**following the Civic Matters Sub-Committee meeting held on Wednesday 26 July, Calne Town Council decided not to allow the sharing of their Town Crier**" and they were duly signed by the Chairman.

### **15. CHAIRMANS ANNOUNCEMENTS**

The chairman welcomed the opening today of the new Marks & Spencer shop in Chippenham.

### **16. FLAG POLE AT THE TOWN HALL**

The Chief Executive updated Members on behalf of Councillor Andy Phillips, who had given his apologies for today's meeting. Councillor Andy Phillips wanted to withdraw his motion for a flag pole, due to the overall information and costs shown in the Officers report. The Chief Executive also informed Members of the additional complex investigations carried out by the Deputy Chief Executive. All Members present agreed not to continue with this project.

### **RESOLVED that:**

- (i) Members considered the report and all present agreed not to proceed with obtaining an additional flag pole at the Town Hall.

- (ii) No additional funds will be required in the Civic & Ceremonial budget for 2018/2019.
- (iii) No additional actions are required by Officers.

**17. CIVIC AND CEREMONIAL BUDGET 2018 / 2019**

The Chairman gave an overview of the Officers report for the current and proposed future budget. As there were no requirements for additional funds to be placed in the 2018/2019 budget, Members agreed to the recommendations.

**RESOLVED that:**

- (i) Members approved the Civic and Ceremonial budget for 2018 / 2019.
- (ii) No additional funds were requested to be added to the 2018 / 2019 budget.

**18. MAYORS CADET**

Members discussed the Officers report for the introduction of a Mayors Cadet and all present were in favour of supporting this initiative. Members suggested that once a Mayors Cadet was in place, a small token of appreciation be given to the Sea Cadets of £50 on an annual basis.

**RESOLVED that:**

Officers to progress the engagement of a Mayors Cadet and notify the Head of Finance and Administration of the annual token of appreciation.

**19. MAYORAL PHOTOGRAPHS**

The Democratic & Civic Officer gave an overview of her report including draft plans for the relocation. Members agreed to the relocation and enquired as to when this would take place, the Officer will give an update to Members once known.

**RESOVLED that:**

The Officer to instruct the company to proceed with the relocation and for the Officer to update Members of the timescale and arrange for the funds to be paid from the Town Hall Property Maintenance Budget.

**20. CIVIC EVENTS**

Members discussed how successful this year's Civic Sunday event was and Members wanted to retain this event to be held in the Neeld. All Civic Events were discussed and no changes were made.

**21. ITEMS FOR FUTURE AGENDA**

The Chief Executive asked the Chairman if he could suggest some items for future agendas, the Chairman agreed.

- (i) Town Crier Recruitment
- (ii) Freeman of the Town

**22. DATE OF NEXT MEETING**

The next meeting will be held on Wednesday 31 January 2018.

The meeting closed at 3pm.

These Minutes are subject to confirmation at the next meeting.

Signed on behalf of the Sub-Committee as a true record of the meeting.

Signature:

Date:

DRAFT