



Chippenham
Town Council

Improving
the quality
of town life

Wednesday 21 March 2018

To: Councillors:

James Adman	Desna Allen
Richard Bambury	Peter Bishop
Holly Bradfield	Jenny Budgell
Clare Cape	Bill Douglas
Rajvir Gill	Peter Hutton
Teresa Hutton	Ruth Lloyd
Michael Merry	Nick Murry
Mary Norton (Chairman)	Ashley O'Neill
Michelle Pearce	Andy Phillips
Nina Phillips	David Powell
Chris Ruck	John Scragg
Melody Thompson	Sandie Webb

Dear Councillor,

MEETING OF THE FULL COUNCIL – WEDNESDAY 28 MARCH 2018

You are summoned to attend a meeting of the Full Council to be held at The Town Hall, High Street, Chippenham on **Wednesday 28 March 2018** commencing at **7pm** 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 7pm.

Yours faithfully,

Mark Smith MBA LLB (Hons) C.Mgr FCMI FILCM
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.

7pm 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

FULL COUNCIL MEETING – WEDNESDAY 28 MARCH 2018

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 Councillors 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.

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

3. MINUTES OF THE PREVIOUS MEETINGS

To receive the draft minutes of the meeting held on Wednesday 17 January 2018 (copy attached).

4. MAYOR'S ANNOUNCEMENTS

- i. To receive any announcements.
- ii. To receive a list of engagements undertaken by the Mayor and Deputy Mayor since the last meeting of the Town Council held on Wednesday 17 January 2018 (copy attached).

5. LEADER'S UPDATE

To receive a verbal update from the Leader of the Council.

6. WILTSHIRE POLICE UPDATE REPORT

To receive a report from Wiltshire Police (copy attached).

7. COMMITTEE MINUTES

To receive the following:

- a. Amenities, Culture and Leisure Committee
The draft minutes of the meeting held on Wednesday 07 March 2018 (previously circulated).
- b. Strategy & Resources Committee
The draft minutes of the meeting held on Wednesday 21 February 2018 (previously circulated).
- c. Planning, Environment and Transport Committee
The draft minutes of the meetings held on Thursday 25 January, 15 February and 08 March 2018 (previously circulated).
- d. Personnel Sub-Committee
The draft minutes of the meeting held on Thursday 01 February 2018. (previously circulated).

8. TOURISM STRATEGY WORKING PARTY

To receive a report from the Chief Executive on the establishment of a Tourism Strategy Working Party (copy attached).

9. THE VOICE OF THE COUNCILLOR

To receive a report from the Chief Executive to acknowledge the recommendations detailed in the document (copy attached).

10. MINISTRY OF JUSTICE UPDATE

To receive a verbal update from the Chief Executive on the Ministry of Justice and HM Courts and Tribunal Service consultation, "Fit for the future: transforming the Court and Tribunal Estate".

11. STANDING ORDERS ADOPTION

To receive a report from the Head of Finance and Administration on the adoption of the revised Standing Orders (copy attached).

12. COUNCILLOR'S MOTION

To receive a motion from Councillor Nick Murry (copy attached).

13. COUNCILLOR FEEDBACK

(i) To receive feedback from Chippenham Town Councillors on significant work they are involved with (each Councillor who wishes to submit a report has 5 minutes only).

(ii) To receive feedback from Wiltshire Councillors on significant work they are involved with (each Member who wishes to submit a report has 5 minutes only).

(iii) To receive an update on the activities of the Wiltshire Association of Local Councils WALC (Cllr John Scragg).

14. PRESS RELEASE

To consider, if necessary, the issue of a press release arising from the meeting.

15. DATE OF NEXT MEETING

The next meeting of Full Council will be held on Wednesday 16 May 2018.