

CHIPPENHAM TOWN COUNCIL

Minutes of a meeting of the Civic Matters Sub-Committee held in the Town Hall, High Street, Chippenham on Wednesday 31 January 2018 at 2pm.

COUNCILLORS: Mary Norton (Chairman) Michael Merry
Desna Allen Rajvir Gill
Andy Phillips

OFFICERS Mark Smith (Chief Executive)

PRESENT: Mary Laing (Democratic & Civic Officer)

PUBLIC QUESTION TIME

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

23. APOLOGIES FOR ABSENCE

No apologies for absence were received.

24. DECLARATION OF INTEREST

No declarations of interest were made.

25. MINUTES

Members approved as a true record the minutes of the meeting held on Wednesday 01 November 2017 and they were duly signed by the Chairman.

26. CHAIRMANS ANNOUNCEMENTS

The Chairman updated Councillors that a presentation had taken place to the Chippenham Sea Cadets, of the Mayors Cadet badge to the Mayors Cadet, and a financial contribution to the Chippenham Sea Cadets.

The Chairman asked Councillors for permission to move agenda Item 7 to Item 5, as the Chief Executive had another meeting to attend. All Councillors agreed.

27. HONOURS BOARD

The Chief Executive updated Councillors on the report (copy in Minute Book), the Museum team have been tasked to locate any missing names of Town Clerks that are not included within the report. Councillors agreed to update the Honours board with a list of names that have held the post since 1835, once the research is received from the Museum team. If no additional names can be located, Officers to proceed with the update with names already received.

RESOLVED that:

Councillors agreed to the recommendation in the report, to update the Honours board with a list of names that have held the post since 1835, once the research is received from the Museum team. If no additional names can be located, Officers to proceed with the update with names already received.

28. HONORARY ALDERMAN / FREEMAN

The Democratic & Civic Officer updated Councillors that only principle authorities can grant the Title of Honorary Alderman, this cannot be granted by Chippenham Town Council.

The title of Freeman to be granted by the Mayor of Chippenham, once authority is granted by Wiltshire Council and the Honorary Guild of Freemen.

If the Town Council is given authority to grant honorary Freeman status, it is to be for exceptional service and thus 'above' the status of the Civic Awards.

Any nominations are to be submitted to Full Council for Councillor approval. As this is a high honour, Councillors requested that the Council would not wish to agree more than one Freeman in any four year administration however, it may be that more than four are actually nominated by Councillors within the four year period for consideration.

Only Chippenham Town Councillors can nominate individuals for this honour and this will be included in the application form criteria.

Officers were instructed to create an application form.

RESOLVED that:

- a) Councillors agreed to reinstate the position of Honorary Freeman of Chippenham.
- b) The Criteria to be amended and nominations to be submitted to a meeting of Full Council, Officers to resend the adapted criteria to Councillors for final approval.
- c) Only Chippenham Town Councillors can nominate individuals for this honour
- d) If the Town Council is given authority to grant honorary Freeman status, it is to be for exceptional service and thus 'above' the status of the Civic Awards.
- e) Officers to apply to Wiltshire Council and the Honorary Guild of Freemen to have the authority for the Mayor of Chippenham to appoint Honorary Freemen of Chippenham.
- f) The Council would not wish to agree more than one Freeman in any four year administration however, it may be that more than four are actually nominated by Councillors within the four year period for consideration.

29. CIVIC EVENTS

The Democratic & Civic Officers updated Councillors following a meeting to discuss the forthcoming Commonwealth Day event on Monday 12 March 2018. Due to operational deployment of personnel from 9 Regiment, Councillors were informed that a smaller scale event will be held this year, as detailed in the report (copy in Minute book).

RESOLVED that:

Councillors noted the date and contents of the report.

30. PRESS RELEASE

Councillors were informed that a press release will be issued for Commonwealth Day that will be held on Monday 12 March 2018.

31. DATE OF NEXT MEETING

The next meeting will be held on Wednesday 04 April 2018, where Councillors will decide on Civic Awards nominees.

The meeting closed at 2.30pm.

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