

CHIPPENHAM TOWN COUNCIL

Minutes of a meeting of the Civic Matters Sub-Committee held in the Town Hall, High Street, Chippenham on Wednesday 25 July 2018 at 2pm.

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

IN ATTENDANCE: Nina Phillips

OFFICERS Charlotte Starkie (Head of Finance and Administration)

PRESENT: Heather Rae (Democratic & Civic Officer)

PUBLIC PRESENT: None

PUBLIC QUESTION TIME

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

1. APOLOGIES FOR ABSENCE

No apologies for absence were received.

2. DECLARATION OF INTEREST

No declarations of interest were made.

3. MINUTES

Councillors approved as a true record the minutes of the meeting held on Wednesday 04 April 2018 and they were duly signed by the Chairman.

RESOLVED that:

The minutes were approved as a correct record and signed by the Chairman.

4. CHAIRMAN'S ANNOUNCEMENTS

The Chairman welcomed the Democratic and Civic Officer to the Committee and announced that he will be refreshing the Mayor's Page on the Council's website.

5. TOWN CRIER

The Democratic and Civic Officer updated Councillors on the current status of recruiting a Town Crier for Chippenham. After some discussion about the vacant position, Councillors agreed to hire a Town Crier as and when one was needed.

RESOLVED that:

A Town Crier be hired for one off Civic Events as and when necessary. The Democratic and Civic Officer to contact Melksham and Trowbridge Town Councils for further details.

6. CIVIC EVENTS

The Democratic and Civic Officer updated Councillors on the upcoming Civic Event. Councillor Michael Merry requested information on the arrangements that were being made for the 100 years WW1 commemoration.

RESOLVED that:

The Chief Executive to inform Councillors of plans for the 100 years WW1 commemoration, which includes the unveiling of the commemorative tapestry.

7. HONORARY FREEMAN

The Democratic and Civic Officer outlined the process that would support the decision to confer the award of Honorary Freeman. It was agreed that the draft policy be amended to state the following;

- a) Nominations for Honorary Freeman will be decided in the final year of Office, every four years, with the next nomination deadline being 31st January 2020.
- b) There will be a maximum of three Honorary Freemen awarded in each term of office due to it being an extraordinary award.
- c) That this be for exceptional service.

RESOLVED that:

The following amendments be made to the Honorary Freeman Policy:

- a) Nominations for Honorary Freeman will be decided in the final year of Office, every four years, with the next nomination deadline being 31st January 2020.
- b) There will be a maximum of three Honorary Freemen awarded in each term of office due to it being an extraordinary award.
- c) That this be for exceptional service.
- d) Press releases at the relevant times.

8. MAYOR'S INVESTITURE

a) The Chairman asked Councillors for their views on the Mayor's Investiture in May 2018. Suggestions for the future include;

- i) Circulation of an event programme in advance.
- ii) Increase and improve the guest list.

b) The Chairman invited a discussion on the Mayor's Ball, it was suggested that:

- i) The guest list be improved,
- ii) Local businesses and organisations be encouraged to attend
- iii) The fundraising aspect of the event be heavily promoted
- iv) The title of the event be modernised.

RESOLVED that:

- a) The Investiture has an improved guest list.
- b) The Mayor's Ball be considered as above.

9. MAYOR'S PARLOUR REFURBISHMENT

The Democratic and Civic Officer explained the plans for refurbishment of the Mayor's Parlour as part of ongoing improvements and maintenance of buildings belonging to Chippenham Town Council.

RESOLVED that:

Councillors noted the report.

10. DATE OF NEXT MEETING

The next meeting will be held on Wednesday 10 October 2018.

The meeting closed at 2.20pm

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: