



**Chippenham
Town Council**

Improving
the quality
of town life

Wednesday 3 October 2018

To: Councillors:

Desna Allen

Michael Merry

Andy Phillips (Chairman)

Rajvir Gill

Mary Norton

Other members of the council for information

Dear Councillor,

MEETING OF THE CIVIC MATTERS SUB-COMMITTEE - WEDNESDAY 10 OCTOBER 2018

You are summoned to attend the **Civic Matters Sub-Committee Meeting** of Chippenham Town Council to be held in the Mayor's Parlour at The Town Hall, High Street, Chippenham on **Wednesday 10 October 2018** commencing at **2pm** 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 2pm.

Yours faithfully,

Mark Smith MBA LLB (Hons) CMgr FCMI FSLCC
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 10 October 2018

	Wards Affected	Page No.
1. <u>APOLOGIES FOR ABSENCE</u>		
To receive apologies for absence.		
2. <u>NOTIFICATION OF SUBSTITUTION</u>		
To receive any notification of substitution made to the Chief Executive.		
3. <u>DECLARATION OF INTEREST</u>		
<i>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.</i>		
<i>Members are reminded to declare any dispensation granted in relation to any relevant matter.</i>		
4. <u>MINUTES</u>		4
To approve as a correct record and to sign the Minutes of the meeting held on Wednesday 25 July 2018 (copy attached).		

	Wards Affected	Page No.
5. <u>CHAIRMAN'S ANNOUNCEMENTS</u>		
6. <u>UPDATE ON TOWN CRIER</u>	All	7
To receive a report from the Democratic and Civic Officer updating Councillors on contacts for Town Criers who can be hired for Civic Events as and when necessary (copy attached).		
7. <u>REVIEW OF CIVIC SUNDAY AND MERCHANT NAVY DAY</u>	All	9
To receive a report from the Democratic and Civic Officer with an opportunity to receive feedback from Councillors regarding Civic Sunday and Merchant Navy Day (copy attached).		
8. <u>REMEMBRANCE DAY DETAIL AND TAPESTRY UNVEILING</u>	All	11
To receive a report from the Democratic and Civic Officer to inform Councillors of specific plans for Remembrance Day 2018 and the Tapestry Unveiling event to be held at the Museum (copy attached).		
9. <u>PLANNING FOR FUTURE EVENTS</u>	All	14
To receive a report from the Democratic and Civic Officer on planning for upcoming Civic Events; Commonwealth Day, Twinning Reception, Mayor's Ball and the Mayor's Investiture. (copy attached).		
10. <u>DRAFT BUDGET FOR 2019/20</u>	All	16
To receive a report from the Democratic and Civic Officer regarding the draft budget for 2019/20 (copy attached).		
11. <u>CHRISTMAS CARD COMPETITION UPDATE</u>	All	20
To receive a report from the Democratic and Civic Officer on plans for the Christmas Card Competition (copy attached).		
12. <u>DATE OF NEXT MEETING</u>		
The next meeting of the Civic Matters Sub-Committee will be held on Wednesday 30 January 2019.		