

# CHIPPENHAM TOWN COUNCIL

Minutes of a meeting of the Civic Matters Sub-Committee held in the Town Hall, High Street, Chippenham on Wednesday 10 October 2018 at 2pm.

**COUNCILLORS:** Desna Allen Mary Norton  
Andy Phillips (Chairman)

**IN ATTENDANCE:** David Powell

## **OFFICERS**

**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.

### **11. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Rajvir Gill and Councillor Michael Merry.

### **12. NOTIFICATION OF SUBSTITUTION**

There were no notifications of substitutions.

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

No declarations of interest were made.

### **14. MINUTES**

Councillors approved as a true record the minutes of the meeting held on Wednesday 25 July 2018 and they were duly signed by the Chairman.

#### **RESOLVED that:**

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

### **15. CHAIRMAN'S ANNOUNCEMENTS**

There were no Chairman's Announcements.

**16. UPDATE ON TOWN CRIER**

The Democratic and Civic Officer updated Councillors on the actions taken from the last meeting and three options available for consideration in hiring a Town Crier for Civic Events. This also included an option to invite a Support Town Crier to Civic Events.

**RESOLVED that:**

a) Councillors accept the proposal of Melksham Town Crier to become the Town Crier of Melksham and Chippenham.

b) Councillors agree to invite the 14 year old Town Crier Enthusiast to support the Town Crier at Civic Events as a Support Town Crier.

**17. REVIEW OF CIVIC SUNDAY AND MERCHANT NAVY DAY**

a) The Chairman asked Councillors for their views on the recent Civic Sunday event on 2 September 2018.

Suggestions for the future include;

i) Chippenham Town Councillors to be first in the procession order, before Mayors of other Towns

ii) The guest list be reviewed to ensure that the community of Chippenham are included and invited to this event.

iii) Consideration be given to moving the date.

b) The Chairman asked Councillors for their views on the recent Merchant Navy Day event in September 2018. Councillors noted that this a small event which did not need any alterations for next year.

**RESOLVED that:**

a) The Democratic and Civic Officer will change the order of procession for future Civic Sunday events featuring Chippenham Town Councillors at the front, behind the Macebearer, Lord Lieutenant or Deputy Lieutenant, Mayor and Chief Executive.

b) The guest list to be reviewed with input from Councillors in advance of the next meeting of the Civic Matters Sub-Committee on 30 January 2019.

c) The date of Civic Sunday be moved from the first weekend in September.

**18. REMEMBRANCE DAY DETAIL AND TAPESTRY UNVEILING**

The Democratic and Civic Officer informed Councillors of the specific plans for Remembrance Day on 11 November 2018.

The Democratic and Civic Officer updated Councillors on the Tapestry Unveiling Event to be held on Tuesday 13 November 2018.

**RESOLVED that:**

Councillors note the report.

**19. PLANNING FOR FUTURE EVENTS**

The Democratic and Civic Officer updated Councillors on the planning for upcoming Civic Events including; Commonwealth Day, Twinning Reception, Mayor's Ball and the Mayor's Investiture.

Councillors discussed Commonwealth Day, noting that the day depends on the level of military involvement available and that it is important to include school children. The Democratic and Civic Officer will contact the military to identify their availability for Commonwealth Day 2019.

**RESOLVED that:**

a) The Democratic and Civic Officer to contact the military regarding their involvement and plans for Commonwealth Day 2019.

b) Councillors note the report.

**20. DRAFT BUDGET FOR 2019/20**

The Democratic and Civic Officer presented the draft Civic and Ceremonial budget for 2019/20.

**RESOLVED that:**

Councillors note the report.

a) Councillors to approve the recommendations in the Civic and Ceremonial budget of £18,370.00 for 2019/2020.

b) Councillors approve the 2019/2020 budget for consideration by the Strategy and Resources Committee as part of the wider budget setting process.

**21. CHRISTMAS CARD COMPETITION UPDATE**

The Democratic and Civic Officer updated Councillors on the plans for the Mayor's Christmas Card Design Competition.

After some discussion, Councillors agreed to utilise a historic image of Chippenham which will be chosen by the Mayor as the Town Council's Christmas Card.

**RESOLVED** that:

a) The Christmas card be a printed photo card. Councillor Andy Phillips to liaise with the Museum for suitable images.

**22. DATE OF NEXT MEETING**

The next meeting will be held on Wednesday 30 January 2019.

The meeting closed at 2.45 pm

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