

# CHIPPENHAM TOWN COUNCIL

Minutes of a meeting of the Civic Matters Sub-Committee held in the Town Hall, High Street, Chippenham on Wednesday 30 January 2019 at 2pm.

**COUNCILLORS:** Michael Merry Mary Norton  
Andy Phillips (Chairman) David Powell (substitute)  
Sandie Webb (substitute)

**OFFICERS** Daryl Jones (Corporate Support Manager)  
**PRESENT:** Heather Rae (Democratic & Civic Officer)

**PUBLIC PRESENT:** One member of the public was present.

## **PUBLIC QUESTION TIME**

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

### **23. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Desna Allen and Councillor Raj Gill.

### **24. NOTIFICATION OF SUBSTITUTION**

Notification of Substitution received that Councillor David Powell would be substituting for Councillor Desna Allen and Councillor Sandie Webb would be substituting for Councillor Raj Gill.

### **25. DECLARATION OF INTEREST**

No declarations of interest were made.

### **26. MINUTES**

Councillors agreed to approve as a true record the minutes of the meeting held on Wednesday 10 October 2018 subject to the amendment as requested by Councillor David Powell.

#### **RESOLVED that:**

Subject to one amendment the minutes were approved as a correct record and will be signed by the Chairman.

### **27. CHAIRMAN'S ANNOUNCEMENTS**

There were no announcements from the Chairman.

## **28. CIVIC EVENTS UPDATE**

Councillor Michael Merry highlighted the low attendance of Chippenham Town Councillors at the recent Remembrance Day event in November. Councillors discussed how the attendance of Councillors at civic events could be improved. Councillors considered asking the Standing Orders Working Party to review this at a future meeting.

The Democratic and Civic Officer updated Councillors on the upcoming Commonwealth Day event and future events including; the Mayor's 'Silver Anniversary Jazz Evening', Twinning Reception, Mayor's Investiture and Civic Sunday.

Councillors discussed the involvement of schoolchildren, noting that it was important for schoolchildren to be able to attend. The Democratic and Civic Officer confirmed that there would be transport available to schools that were not within walking distance to the Town Hall to ensure they are included. The Democratic and Civic Officer will work with The Schools Engagement Officer and Councillor David Powell to coordinate the attendance of primary schools to Commonwealth Day.

### **RESOLVED that:**

- a) The Standing Orders Working Party are asked to consider including in Standing Orders apologies from Councillors if they are unable to attend civic events.
- b) Councillors agreed to invite members of the public to the Town Hall on Commonwealth Day following the morning session.
- c) Councillors noted the report.

## **29. CIVIC AWARD PROCESS**

The Democratic and Civic Officer updated Councillors on the current Civic Award Process and suggested that the next meeting of the Civic Matters Sub-Committee be moved forward from 3<sup>rd</sup> April 2019 to 13<sup>th</sup> March 2019 to follow the deadline to submit Civic Award nominations.

### **RESOLVED that:**

- a) Councillors noted the report and agreed to move the next meeting of the Civic Matters Sub-Committee from 3<sup>rd</sup> April 2019 to 13<sup>th</sup> March 2019 to follow the deadline to submit Civic Award nominations.

## **30. DATE OF NEXT MEETING**

The next meeting of the Civic Matters Sub-Committee will be held on Wednesday 13<sup>th</sup> March 2019.

31. **EXCLUSION OF THE PUBLIC AND PRESS**

**RESOLVED that:**

The press and public are excluded due to the confidential nature of the business under the Public Bodies (Admissions to Meetings Act) 1960 s1. sub section 2.

32. **CIVIC ORGANISATIONS**

The Democratic and Civic Officer presented Councillors with a revised list of Civic Organisations to be invited to Civic Sunday including suggestions from all Councillors. Councillors discussed the organisations and included further suggestions.

**RESOLVED that:**

- a) Councillors approved the list of Civic Organisations to be included in the Civic Organisations list.
- b) Councillors delegated authority to the Democratic and Civic Officer to continue evolving this Civic list as and when necessary.

The meeting closed at 2.50 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: