

4. ELECTION OF CHAIRMAN

The Mayor invited nominations for the post of Chairman of the Amenities, Culture and Leisure Committee for the ensuing Municipal Year.

Councillor Teresa Hutton proposed herself and was seconded by Councillor David Powell. There were no other nominations and it was

RESOLVED that

Councillor Teresa Hutton be Chairman of the Amenities, Culture and Leisure Committee for the ensuing Municipal Year.

Councillor Teresa Hutton in the Chair

5. ELECTION OF VICE-CHAIRMAN

The Chairman invited nominations for the post of Vice-Chairman of the Amenities, Culture and Leisure Committee for the ensuing Municipal Year.

Councillor David Powell was proposed by Councillor Jenny Budgell and seconded by Councillor Desna Allen. There were no other nominations and with all in favour it was

RESOLVED that

Councillor David Powell be Vice-Chairman of the Amenities, Culture and Leisure Committee for the ensuing Municipal Year.

6. MINUTES

The minutes of the meeting held on Wednesday 06 March 2019 were approved as a true record and duly signed by the Chairman.

RESOLVED that

The minutes be accepted as a true record of the proceedings.

7. CHAIRMANS ANNOUNCEMENTS

- i) The Chairman welcomed Michael Weeks, the newly appointed Democratic and Civic Officer, and Paul Harvey in his capacity as interim manager at Stanley Park Sports Ground.
- ii) The Chairman reminded Councillors that Family Fun Day was taking place on Saturday 08 June and noted that helping out on the day was a great way to engage with the public.
- iii) The Chairman noted that the 'We'll Meet Again' exhibition in the Yelde by Richard Broadhead will be open until 07 July 2019.

8. MUSEUM ACCREDITATION

The Head of Heritage and Museum Services presented the report to Councillors and noted that the accreditation process takes part every four or five years to ensure that the work done is up to the correct standards. The Head of Heritage and Museum Services commented on the policies which had been made available to Councillors and noted that they were written in the format required by the Arts Council.

RESOLVED that

i) The Town Council approved the four documents referred to in paragraph 1.1 as evidence in its submission to Arts Council (England) for Museum Accreditation.

9. MONKTON PARK - EVENT ENQUIRIES AND BOOKING PROCEDURES

The Deputy Chief Executive presented the report regarding event enquiries and booking procedures for Monkton Park. It was noted that on Saturday 01 June 2019 the freehold of Monkton Park was transferred to the Town Council, and it was therefore necessary for the Town Council to have in place a process to ensure events happening on Council land are safe and within regulations.

The Deputy Chief Executive noted that the applications for hire form and the events guide were based on the previous versions which Wiltshire Council used and functioned well. It was noted that the hire charges would remain the same for the financial year and might be revisited as part of the budget build in November this year.

Councillor David Powell questioned whether there would be support available to applicants to complete the paperwork, officers confirmed that support would be available.

Councillor Jenny Budgell questioned whether the recent Council decision against the use of balloons and Chinese lanterns would be incorporated into the paperwork, the Deputy Chief Executive confirmed that this Council policy would be included.

Councillor Ruth Lloyd questioned the admin fee amount, the Deputy Chief Executive confirmed this would be at a rate of £30.

RESOLVED that

i) The Council adopts the booking procedures as detailed in the report with the inclusion of the Council's policy on balloons and Chinese lanterns.

ii) The fees and charges detailed in the report were accepted and will be reviewed in November 2019 as part of the Council's 2020/21 budget build process.

10. REPORTING PROCEDURES FOR GROUNDS/STREET SCENE ENQUIRIES

The Deputy Chief Executive noted that officers had spent time and effort reviewing the reporting procedures for grounds maintenance, litter and other issues. It was noted that from Saturday 01 June reports from residents will continue to be received by the Wiltshire Council App, sent to Chippenham Town Council as appropriate and then delegated to staff to manage the process and communicate with residents.

It was noted that a new email address had been set up to receive reports from residents, and Councillors were asked to direct residents to this address: report-it@chippenham.gov.uk

Councillors asked whether there was a set time to use the Wiltshire Council app, the Marketing and Communications Manager noted that there is not, Salisbury City Council having been through the devolution process have been using the app for two years. Councillors noted that it was important for residents to receive feedback once a report has been submitted.

RESOLVED that

- i) Council approved the proposed new reporting procedure for all streetscene and grounds maintenance enquiries.

11. VARIATION TO THE PREMISES LICENSE - NEELD COMMUNITY AND ARTS CENTRE

The Deputy Chief Executive presented the report and explained that the premises license for the Town Hall and the Neeld Community and Arts Centre should be extended to incorporate the Meeting Point. This area (former café) is no longer licensed as it lapsed when the previous tenant left.

Members of the public are making use of this area for private functions which in future may require a license for music, dance and alcohol. The Deputy Chief Executive suggested that an application is therefore submitted in order to meet customer requests. The notice to vary the license has to be placed in the local paper. The Meeting Point area was shown to Councillors on the screen.

RESOLVED that

- i) The Chief Executive be granted delegated authority to vary the current Premises License to incorporate the Meeting Point area.

12. PRESS RELEASE

Councillors agreed that a press release be drafted detailing the new format for reporting procedures.

13. DATE OF NEXT MEETING

The next meeting of the Amenities, Culture & Leisure Committee will be held on Wednesday 31 July 2019.

14. **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.

Councillor Jenny Budgell declared a commercial interest in the following item and left the meeting.

15. **STANLEY PARK LEASE RENEWALS**

The Deputy Chief Executive presented a report to Councillors regarding two leases at Stanley Park.

RESOLVED that

i) Councillors approved the recommendation as per the report.

The meeting closed at 7.35pm

These minutes are subject to confirmation at the next meeting.

Signed on behalf of the Town Council as a true record of the meeting.

Signature

Date