



# CHIPPENHAM TOWN COUNCIL

Improving the quality of town life

## CHIPPENHAM TOWN COUNCIL

Minutes of the annual meeting of the Town Council held at the Town Hall, High Street, Chippenham on Wednesday 15 May 2019 at 7pm.

<b>COUNCILLORS</b>	James Adman	Desna Allen	Richard Bambury
	Pete Bishop	Jenny Budgetell	Clare Cape
	Bill Douglas	Rajvir Gill	Peter Hutton
	Teresa Hutton	Ruth Lloyd	Michael Merry
	Mary Norton	Michelle Pearce	Andy Phillips
	Nina Phillips	David Powell	John Scragg
	Sandie Webb		

<b>OFFICERS</b>	Mark Smith (Chief Executive)
	Adrian Jones (Deputy Chief Executive)
	Nick Rees (Director of Resources)
	Daryl Jones (Business Support Manager)
	Heather Rae (Democratic Services Manager)
	Lynsey Nichols (Marketing and Communications Manager)

<b>PUBLIC PRESENT</b>	There were 2 members of the public present
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**PUBLIC QUESTIONS** There were no public questions

### 112. MAYOR'S ANNOUNCEMENTS

- i) The Mayor, Cllr Andy Phillips, noted that his announcements had been previously circulated to councillors.
- ii) Councillors received the list of engagements undertaken by the Mayor and Deputy Mayor since the last meeting of the Town Council held on 27 March 2019.

### 113. ELECTION OF THE CHAIRMAN OF THE COUNCIL WHO SHALL BE KNOWN AS THE TOWN MAYOR 2019/20

Councillors unanimously agreed to elect Cllr Desna Allen as the Chairman of the Council, and therefore Town Mayor 2019/20.

#### RESOLVED that

Councillor Desna Allen be elected as Chairman of the Council, and therefore Town Mayor 2019/20.

**114. DECLARATION OF ACCEPTANCE OF OFFICE OF TOWN MAYOR**

Cllr Desna Allen read and signed the declaration of Acceptance of Office, and with the Chief Executive as witness, received the Mayoral Chain of Office from the outgoing Mayor, and took the Chair.

**115. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Holly Bradfield, Chris Ruck, Nick Murry and Ashley O'Neill.

**116. DECLARATIONS OF INTEREST**

No declarations of interest were made.

**117. ELECTION OF VICE CHAIRMAN OF COUNCIL WHO SHALL BE KNOWN AS THE DEPUTY TOWN MAYOR 2019/20**

Councillors unanimously agreed to elect Cllr Teresa Hutton as the Vice Chairman of the Council, and therefore Deputy Town Mayor 2019/20. Cllr Desna Allen presented Cllr Teresa Hutton with the Chain of Office.

**RESOLVED that**

Councillor Teresa Hutton be elected as Vice Chairman of the Council, and therefore Deputy Town Mayor 2019/20.

**118. MINUTES**

The draft minutes of the Town Council meeting held on Wednesday 27 March 2019 were received as a true and accurate record of the meeting and signed by the Mayor.

**RESOLVED that**

The minutes of the Full Council meeting held on Wednesday 27 March 2019 be accepted as a true record of the proceedings.

**119. COMMITTEE MINUTES**

**i) Planning, Environment & Transport Committee**

The minutes of the meetings held on 28 March and 18 April 2019 were presented with all matters resolved. They were proposed by Councillor Michelle Pearce and seconded by Councillor Michael Merry.

**ii) Strategy and Resources Committee**

The minutes of the meeting held on 10 April 2019 were presented with all matters resolved. They were proposed by Councillor Sadie Webb and seconded by Councillor Teresa Hutton.

iii) Human Resources Committee

The minutes of the extraordinary meeting held on 04 April 2019 were presented with all matters resolved. They were proposed by Councillor Sandie Webb and seconded by Councillor David Powell.

**120. ELECTION OF LEADER OF THE COUNCIL**

Councillor Andy Phillips proposed Councillor Sandie Webb, it was seconded by Councillor Pete Bishop and with all in favour

**RESOLVED that**

Councillor Sandie Webb be elected as Leader of the Council for 2019/20.

**121. ELECTION OF DEPUTY LEADER OF THE COUNCIL**

Councillor Sandie Webb proposed Councillor Jenny Budgell, it was seconded by Councillor Clare Cape and with all in favour

**RESOLVED that**

Councillor Jenny Budgell be elected as Deputy Leader of the Council for 2019/20.

**122. ESTABLISHMENT OF COMMUNITY SAFETY FORUM & NOMINATED REPRESENTATIVES**

The Business Support Manager presented the report regarding the Community Safety Forum noting that Council agreed to set up this forum at the Full Council meeting held on 27 March 2019.

Councillor Nina Phillips nominated herself and Councillor Desna Allen as representative and Chairman, it was seconded by Councillor Bill Douglas.

Councillor Peter Hutton proposed Councillor Richard Bambury, it was seconded by Councillor Bill Douglas and

**RESOLVED that**

i) Councillors agreed the terms of reference for the Community Safety Forum.

ii) Councillors Desna Allen, Richard Bambury and Nina Phillips be nominated as representatives on the forum with Councillor Desna Allen as Chairman.

123. **COMMITTEE APPOINTMENT**

**a) i) Amenities, Culture and Leisure Committee**

The Mayor sought nominations for the 12 vacancies on the Amenities, Culture and Leisure Committee to be politically balanced. The following names were submitted:

Desna Allen	Pete Bishop	Holly Bradfield	Bill Douglas
Raj Gill	Teresa Hutton	Ruth Lloyd	Nina Phillips
David Powell	Chris Ruck	Melody Thompson	Sandie Webb

Jenny Budgell as substitute.

**RESOLVED that**

The Councillors named above be appointed to the Amenities, Culture and Leisure Committee for the municipal year 2019/20.

**a) ii) Planning, Environment and Transport Committee**

The Mayor sought nominations for the 12 vacancies on the Planning, Environment and Transport Committee to be politically balanced and including one councillor from each ward. The following names were submitted:

Richard Bambury	Jenny Budgell	Bill Douglas	Raj Gill
Michael Merry	Nick Murry	Mary Norton	Michelle Pearce
Andy Phillips	Nina Phillips	Chris Ruck	John Scragg

Councillors Ruth Lloyd and Sandie Webb as substitutes.

**RESOLVED that**

The Councillors named above be appointed to the Planning, Environment and Transport Committee for the municipal year 2019/20.

**a) iii) Human Resources Committee**

The Mayor sought nominations for the 9 vacancies on the Human Resources Committee. The following names were submitted:

Desna Allen	Richard Bambury	Pete Bishop	Jenny Budgell
Teresa Hutton	Andy Phillips	Nina Phillips	David Powell
Sandie Webb			

**RESOLVED that**

The Councillors named above be appointed to the Human Resources Committee for the municipal year 2019/20.

#### **b) i) Strategy and Resources Committee**

b) (i) It was noted that Councillor Sandie Webb, Leader of the Council is automatically Chairman of Strategy & Resources Committee.

b) (ii) It was noted that Councillor Jenny Budgell, Deputy Leader of the Council is automatically Vice Chairman of Strategy & Resources Committee

b) (iii) It was noted that the Chairman of the Council, Councillor Desna Allen, is appointed to the Strategy & Resources Committee

b) (iv) The Mayor sought nominations for the further 9 vacancies on the Strategy & Resources Committee, to be politically balanced. The following Councillor names were submitted:

James Adman	Pete Bishop	Clare Cape	Peter Hutton
Teresa Hutton	Mary Norton	Ashley O'Neill	Andy Phillips
John Scragg			

Councillor Michelle Pearce as substitute.

#### **RESOLVED that**

The Councillors named above in addition to Councillor Desna Allen (Mayor), Councillor Sandie Webb (Leader) and Councillor Jenny Budgell (Deputy Leader) be appointed to the Strategy and Resources Committee for the municipal year 2019/20.

#### **c) Civic Matters Sub Committee**

It was noted that the Mayor and Deputy Mayor are automatically included.

The Mayor sought nominations for the further 3 vacancies on the Civic Matters Sub Committee, to be politically balanced. The following Councillor names were submitted:

Mary Norton	Andy Phillips	John Scragg
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#### **RESOLVED that**

The Councillors named above in addition to Councillor Desna Allen (Mayor) and Councillor Teresa Hutton (Deputy Mayor) be appointed to the Civic Matters Sub Committee for the municipal year 2019/20.

#### **d) Dispensations Sub Committee**

The Mayor sought nominations for the 5 vacancies on the Dispensations Sub Committee for the municipal year 2019/20, to be politically balanced. The following Councillor names were submitted:

Clare Cape  
Ruth Lloyd

Bill Douglas  
John Scragg

Peter Hutton

**RESOLVED that:**

The Councillors named above be appointed to the Dispensations Sub-Committee for the municipal year 2019/20.

**e) Community Donations Sub Committee**

The Mayor sought nominations for the 7 vacancies on the Community Donations Sub Committee, to be politically balanced. The following Councillor names were submitted:

Desna Allen  
Mary Norton

Richard Bambury  
Nina Phillips

Pete Bishop  
David Powell

Ruth Lloyd

**RESOLVED that:**

The Councillors named above be appointed to the Community Donations Sub Committee for the municipal year 2019/20.

**124. REPRESENTATION ON OUTSIDE BODIES**

Nominations were invited for representatives on outside bodies for the municipal year 2019/20.

**RESOLVED that:**

The following Councillor Representatives be appointed to the following outside bodies for 2019/20:

<b><u>Wiltshire Council</u></b>	
Chippenham Area Board	Councillors Teresa Hutton and Ruth Lloyd
Chippenham Community Area Transport Group (CATG)	Councillor John Scragg
Chippenham Health & Wellbeing Group	Councillors Clare Cape and Mary Norton
Chippenham Local Youth Network	Councillors Chris Ruck and Sandie Webb
<b><u>Honorary</u></b>	
Rotary Club of Chippenham	At the Mayor's discretion to decide
Chippenham Sea Cadets	Councillor Desna Allen (Mayor in their capacity of Honorary President)
Chippenham Twining Association	Councillors Desna Allen (Mayor in their capacity of Honorary President) and Andy Phillips
<b><u>Other</u></b>	
Waste Not Want Not Recycling Project	Councillor Michael Merry
Wiltshire Association of Local Councils (WALC)	Councillor John Scragg

Chippenham Rail Users Group	Councillors Clare Cape, Andy Phillips and John Scragg
The Parish Church of St Andrew - Vicar and Churchwarden's Charities Committee (until April 2023)	Councillors Richard Bambury and Mary Norton
<b>To ratify existing Membership</b>	
Chippenham Neighbourhood Steering Group	Clare Cape, Nick Murry, <b>David Powell*</b> , Chris Ruck, John Scragg and Sandie Webb
	*Councillor David Powell was nominated onto the Steering Group to fill one vacancy.

## 125. GENERAL POWER OF COMPETENCE

Councillors noted the need to renew the General Power of Competence and with all in favour unanimously

### RESOLVED that:

Chippenham Town Council resolves from 15 May 2019, until the next relevant Annual Meeting of the Council, that having met the conditions of eligibility as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, to adopt the General Power of Competence.

## 126. PRESS RELEASE

Councillors requested a press release be drafted regarding the election of the new Mayor and Deputy Mayor and that the Leader and Deputy had been re-appointed.

## 127. DATE OF NEXT MEETING

The next Full Council meeting will be held on Wednesday 19<sup>th</sup> June 2019.

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